



ASSIST Sheffield are recruiting an Executive Director

Job Title: Executive Director

Responsible to: Trustees

Salary: £38,500

Hours: 35 hours/5 days. We are willing to consider a 28 hour/ 4 day appointment

Holidays: 25 days plus Bank Holidays

Responsible for: Management of Leadership Team (3 members), Finance Officer, Community, Events and Grants Officer and Office Co-ordinator

Location: Victoria Hall, Norfolk Street, Sheffield

ASSIST Sheffield are seeking our first Executive Director to work alongside our fantastic Leadership Team to take the organisation into the next phase in our development. ASSIST is an organisation with a deep passion for social justice and a 17-year history of supporting destitute asylum seekers. We are a highly committed and resourceful organisation, delivering a range of services with a 300 strong volunteer workforce and a small staff team. We are proud of our track record on such a critically important area of public policy. If you share our values and vision for social change then this could be the job for you.

Our new Executive Director will join a highly skilled Leadership Team who have co-led the organisation. You will be a natural collaborator and an effective communicator. We have an exciting new strategy and plans to innovate and grow across our service offer to our clients. If you are a skilled leader with a track record of managing change, implementing strategy, and building on the culture of an organisation then we'd love to hear from you.

We positively encourage applications from candidates who have lived experience of the asylum system or forced migration, and/or lived experience of BAME communities and networks.

ASSIST's office is in Victoria Hall in Sheffield City Centre and this would be the normal place of work for the role. However, in these Coronavirus times the role may initially involve working from home.

Application Packs are available to download from our website.

Completed Application Forms should be emailed to: jobs@assistsheffield.org.uk

Please be aware that we will not accept CVs.

Deadline for applications – 12pm on 24th March 2021

Interview Dates – Between 30th March and 1st April 2021

ASSIST Sheffield is committed to equal opportunities policies and practices and welcomes applications from all sections of the community.

ASSIST Sheffield is a Charitable Incorporated Organisation, no: 1154862.