



## **ASSIST Sheffield are recruiting an Office Administrator!**

<b>Job Title:</b>	Office Administrator
<b>Responsible to:</b>	Operations Manager
<b>Hours:</b>	21 - 35 hours (depending on availability)
<b>Salary:</b>	£21,840 - 23,678.20 (pro rata)
<b>Holidays:</b>	25 days plus Bank Holidays (pro rata'd)
<b>Location:</b>	Victoria Hall Methodist Church, Norfolk St, Sheffield

This is an exciting opportunity to use your administration skills to make a real difference to a vibrant local charity which supports people seeking sanctuary.

As Office Administrator, you'll ensure the smooth and accountable running of our offices and administrative functions. You'll be committed to ensuring the organisation's administration systems and processes are robust, and you'll take pride in ensuring that the ASSIST Leadership Team, staff and volunteers are supported in the delivery of the charity's vital work.

You will have excellent people-skills, be approachable, friendly and take pride in creating a warm, welcoming and safe environment for everyone.

You'll be confident working with and supporting volunteers and clients accessing the space, but equally capable of working independently where required.

You'll be a clear communicator with an eye for detail and quality. You'll have great organisational skills and be highly confident using IT to make administrative and communications tasks easier.

You'll be motivated by ASSIST's aims of supporting people seeking asylum, and ready to bring your energy and enthusiasm to supporting the work of ASSIST.

If this sounds like the role for you, we look forward to receiving your application.

## **BENEFITS**

- Access to an Employee Assistance Programme - providing counselling and a range of other benefits
- 6% Employer contribution to our workplace pension scheme
- Cycle to Work scheme
- Free Eye Tests
- A supportive, wellbeing focused, work environment.
- The opportunity to be part of an effective, well-respected community organisation

*ASSIST is committed to equal opportunities policies and practises and welcomes applications from all sections of the community. We particularly welcome applications from people with lived experience of the asylum system.*

Application Packs are available to download from our website:  
[www.assistsheffield.org.uk](http://www.assistsheffield.org.uk)

Completed Application Forms, queries about the post or requests to discuss the role should be emailed to: [jobs@assistsheffield.org.uk](mailto:jobs@assistsheffield.org.uk) Please be aware that we will not accept CVs.

Deadline for applications **9am on Monday 4th March 2024**

Interview Date **tbc**

**An offer of employment is subject to a satisfactory Disclosure and Barring Service (DBS) check.**

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