



ASSIST Sheffield is recruiting a Communications, Events and Fundraising Coordinator!

Job Title: Communications, Events and Fundraising Coordinator

Responsible to: Operations Manager

Responsible for: Community and Events Team Volunteers
Grants Team Volunteers

Hours: 28 hours

Salary: £29,447.60 (pro rata)

Holidays: 27 days plus Bank Holidays, pro rata'd

Location: Victoria Hall Methodist Church, Norfolk St, Sheffield

Main Purpose of the Job:

This is an exciting opportunity within ASSIST Sheffield, ready for the right person to utilise their passion and skills to work alongside our clients and our wider community.

With a focus on grant writing, events coordination, awareness raising and community fundraising, we are looking for someone whose;

- > Powers of persuasion will bring in new funds and new supporters as well as promote campaigns on the political and social issues that affect our client's lives
- > Passion for building community networks will be reflected in the varied programme of events you co-create and attend with our clients and volunteers
- > Written skills and flair for storytelling will enable us to submit competitive grant applications

The ideal candidate for the Communications, Events and Fundraising Coordinator role will be innovative, organised and have excellent attention to detail.

You'll be motivated by ASSIST's aims of supporting people who have been refused asylum and be 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

- 6% Employer contribution to our workplace pension scheme
- Cycle to Work scheme
- Free Eye Tests
- Effective Line Management, personal and professional development opportunities
- A supportive, well-being-focused work environment,
- The opportunity to be part of an effective, well-respected community organisation

Application Packs are available to download from our website:

www.assistsheffield.org.uk

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

Please be aware that we will not accept CVs.

Deadline for applications: **9am, Thursday 9th January 2025**

Interview Date: **w/c 20th January 2025**

If a further interview is required a date will be confirmed with the preferred candidates based on the availability of the recruitment panel.

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

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.

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