



ASSIST Sheffield are recruiting an Administrative Worker

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| Job Title: | Administrative Worker |
| Responsible to: | Office Coordinator |
| Hours: | 35 hours |
| Salary: | Real Living Wage £17,290 (Initial 12 month contract) |
| Holidays: | 25 days plus Bank Holidays |
| Location: | 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 destitute people seeking asylum. As Administrative Worker, you'll ensure the smooth and accountable running of ASSIST Sheffield's administration functions, and use your experience and knowledge to support this crucial aspect within the organisation.

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'll be confident working independently, but equally able to work as part of a team, and to effectively support volunteers who are developing their skills.

You'll be a clear communicator with an eye for detail and quality. You'll have great organisational skills and be highly confident using ICT 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.

Application Packs are available to download from our website:
www.assistsheffield.org.uk

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

Please be aware that we will not accept CVs.

ASSIST Sheffield is working together with the New Beginnings project at Voluntary Action Sheffield to help people with lived experience of the asylum system to access this opportunity. As part of this commitment there will be an information session to find out more about ASSIST and this role. This session (which is open to ALL candidates who are interested in this job) will be at 6pm - 7pm on 14th October at Victoria Hall, Sheffield.

Deadline for applications – 12 noon on Monday 1st November 2021

Interview Date – 10th or 11th November 2021 (tbc - please let us know if any of these dates are not possible for you)

ASSIST is committed to equal opportunities policies and practices 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.