



Charitable Incorporated Organisation no: 1154862

www.assistsheffield.org.uk

ASSIST Sheffield is a registered charity founded in 2003 as a response from concerned Sheffield citizens to the destitution enforced on people who had been refused asylum in the UK. ASSIST has a small staff team and a large number of volunteers. Without these committed volunteers, ASSIST would not function. Our volunteers work in teams managed and supported by a staff member.

Following the Covid-19 outbreak and lockdown, ASSIST has gradually been re-launching our services as safely as possible. We currently have a weekly help desk and casework sessions, accompanying, accommodation, interpreters and monthly welfare payments. We also have teams ensuring our back office functions well, working on our information systems, social media, events, fundraising and awareness-raising, campaigns, finances, grant applications and office/admin support.

Our staff and volunteers are using a variety of remote, home, office and hybrid working depending on their responsibilities and office capacity.

The legal responsibility for the organisation is held by a board of trustees. The charity's operational oversight and decision making functions are held by a leadership team chaired by an Executive Director and otherwise consisting of three managers and two volunteer representatives who meet weekly.

Before Covid, ASSIST had approximately 300 people volunteering overall in the day to day running of the organisation with varied levels of time commitment. We are currently supporting around 70 people.

There are currently ten staff; a full time Executive Director, two part time Client Support Managers working a job share and a part time Accommodation Manager who comprise the staff element of the leadership team. There is also a full time Office Coordinator, a part time Volunteering Coordinator, a part time Finance and Admin Officer, a part-time Community, Events and Grants Officer, a part time Accommodation Coordinator (emergency) and a part time Maintenance Officer.

For more information please read our latest annual report. This is available on our website: <http://assistsheffield.org.uk/about-us>