



## **Volunteer Role Description: Events Assistant**

### **Background**

The Community & Fundraising team run and attend a variety of events which raise funds to support the ongoing work of ASSIST, as well as educating the public about the situation of people who have been refused asylum.

### **Role purpose**

To provide support for Community & Fundraising team events

### **Tasks**

- Practical tasks – eg moving equipment and materials, providing refreshments
- Staff a market stall, including talking with the public, selling goods and handing out leaflets

### **What you need to begin the role**

- Understanding of, and willingness to work with, diversity and cultural difference
- Basic spoken English
- Friendly and approachable with the general public

If you have lived experience of racism, the asylum system or migration, and do not meet all of these criteria, we encourage you to apply. We can support and train you during the role to gain the necessary skills.

### **What you can gain from the role**

- The basics about the UK asylum system, and the experiences of people whose asylum claims have been refused.
- An opportunity to practise English

### **Essential Training Provided**

- Intro to ASSIST
- Confidentiality and Data Protection

**Time commitment:** Flexible

**Volunteering days / time:** Flexible, need to be available for some events and meetings, some of which are during the evening or weekends

**Resources:** We cover travel expenses and other ad-hoc essential costs related to your volunteer role

**Locations:** Various locations around Sheffield. You will need to be in the office for the induction training

**ASSIST team:** This role is part of the Events team, managed by the Communication, Events and Fundraiser Coordinator

### **Any Questions?**

If you would like a chat about our roles or have questions, contact Leah, our Volunteer and Community Outreach Coordinator:

 07422655683

 [volunteer@assistsheffield.org.uk](mailto:volunteer@assistsheffield.org.uk)

**To apply, head to our website:**

<https://www.assistsheffield.org.uk/content/volunteer-us>