



## **Volunteer Role Description: Events Organiser**

### **Background**

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

### **Role purpose**

To organise one-off ASSIST events, including stalls, speaker events, concerts etc.

### **Tasks**

- Take overall responsibility for the event.
- Book venues, ensuring appropriate permission is sought e.g. with the City Council or other bodies
- Invite artists and speakers
- Organise volunteers, equipment, displays, leaflets
- Draft and agree budgets, and work within them
- Ensure the event is managed and compliant with health and safety policy
- Liaise with and report back to others in the Community & Fundraising team.
- Ensure the event is adequately recorded and documented for ASSIST purposes

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

- Understanding of, and willingness to work with, diversity and cultural difference
- Basic IT skills
- Good spoken and written English
- Initiative and self confidence
- An organised approach to planning
- A team player – good at working with people, including allocating duties
- Ability to work with others' systems and documents
- Awareness of health and safety issues
- Own transport is an advantage, but not a requirement

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 of the UK asylum system, and the experiences of people who have been refused asylum
- Experience of event organising

## 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>