



Volunteer Role Description: Grants Volunteer

Background

As a charity, ASSIST Sheffield relies on raising funds from grant-making organisations, community groups and individual supporters, in order to continue and develop our work.

Role purpose

To contribute to the team's work to obtain grant funding.

Tasks

- Research funding opportunities
- Help gather information for grant applications
- Help the Grants Officer with writing grant applications
- Help to produce reports to funders

What you need to begin the role

- Understanding of, and willingness to work with, diversity and cultural difference
- Initiative and ability to work independently with minimal supervision
- Good spoken and excellent written English
- A good level of computer literacy
- Attention to detail and accuracy
- Ability to work on your own initiative, and as part of a team
- Good communication and organisational skills
- Ability to work to deadlines

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.
- Current approaches to charitable fundraising
- How to write grant applications

Essential Training Provided

- Intro to ASSIST
- Confidentiality and Data Protection

Time commitment: Flexible. Need to be available for the Grants team meeting varying between every 2 weeks to once a month

Volunteering days / time: Weekdays between 9-5pm

Locations: Home, or at the or ASSIST Office at Victoria Hall Methodist Church, Norfolk St, Sheffield S1 2JB. You will need to be in the office for the induction training and initial shadowing period

ASSIST team: This role is part of the Grants 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

To apply, head to our website:

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