



## **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 and sustain grant funding from a variety of trusts and foundations.

### **Tasks**

- Research funding opportunities
- Support with regular grant administration tasks
- Help gather information and data for grant applications and prospective funders
- Help the Grants Team with writing grant applications and speculative bids
- Assist in preparing reports for funders

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

- Understanding of, and willingness to work with, diversity and cultural differences
- 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**

- Understand the basics about the UK asylum system, and the experiences of people whose asylum claims have been refused.
- Learn about current approaches to charitable fundraising and the strategic planning cycle necessary for successful funding.
- Develop practical skills in grant application writing, including tailoring proposals to meet funder criteria.

- Gain practical experience in aligning project budgets with funding requirements and contributing to grant reporting.
- Build skills in managing and organising complex project and beneficiary data.
- A clear understanding of how to define, measure, and articulate a charity's impact and outcomes in a compelling way for grant applications.

## Essential Training Provided

- Intro to ASSIST
- Confidentiality and Data Protection
- Safeguarding and Boundaries

**Time commitment:** Flexible

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

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

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