



ASSIST Sheffield are recruiting a Fundraising and Communications Coordinator!

Job Title: Fundraising and Communications Coordinator

Responsible to: Director/Operations Manager (tbc)

Responsible for: Community and Events Team Volunteers
Grants Team Volunteers

Hours: 28 hours

Salary: £26,208 pro rata

Holidays: 25 days plus Bank Holidays, pro rata'd

Location: Victoria Hall Methodist Church, Norfolk St, Sheffield

This brand new post will be responsible for creating, implementing and leading on ASSIST's communications and fundraising strategy. This role is responsible for building sustainable and diverse income streams through grant writing, regular giving, events, and fundraising.

Working collaboratively with our clients and our community, you will use your flare for story telling and excellent communication skills to enable you to effectively engage multiple diverse audiences. Your powers of persuasion will bring in new funds, new supporters and volunteers, and promote campaigns on the political and social issues that affect our clients lives. You will coordinate output across all mediums and channels to ensure that our communications are inspiring, effective, building our community of Steel Solidarity *and* raising the funds needed to keep our vital work going.

We are a small organisation, with a total 12 staff members, 5 of whom will be new to post. This means it is a truly exciting time to join ASSIST as we bring in fresh perspectives and experience into our community to work alongside the passion, knowledge and experience of our extremely capable long term staff team.

ASSIST Sheffield is 20 years old; founded by a community of committed and capable volunteers and has learnt a great deal during these years about how to hear, uphold and champion the rights of people seeking sanctuary, alongside delivering effective, empowering critical support services - in solidarity not charity.

We are now entering a new era, reaching out further than we have before to engage new audiences in order to make our work more sustainable and this post will lead on this important work.

We are seeking a dynamic and capable individual, with a strong commitment to our cause and significant experience. The ideal candidate for the Communications and Fundraising Coordinator role will be innovative, creative and have excellent attention to detail. You will have a proven track record in grant writing and individual giving, plus the ability to lead teams, organise events, think strategically and have demonstrably effective communication skills.

You'll be motivated by ASSIST's aims of supporting people seeking asylum, and be ready to bring your energy and enthusiasm to supporting the work of ASSIST.

If this sounds like the role for you, we look forward to receiving your application.

(No-one ever meets all the criteria on a person specification; if you feel you are a good fit for this role but don't meet all of the essential criteria, apply and tell us, using your excellent communication skills, why we should invite you to interview).

BENEFITS

- Access to an Employee Assistance Programme - providing counselling and a range of other benefits
- 6% Employer contribution to our workplace pension scheme
- Cycle to Work scheme
- Free Eye Tests
- Effective Line Management, personal and professional development opportunities
- A supportive, wellbeing focused work environment.

- The opportunity to be part of an effective, well respected community organisation

Application Packs are available to download from our website:

www.assistsheffield.org.uk

Please complete the application form in as much detail as possible.

Completed Application Forms, queries about the post or requests to discuss the role should be emailed to: jobs@assistsheffield.org.uk Please be aware that we will not accept CVs.

Deadline for applications **9am on Wednesday 30th August 2023**

Interview Date **Thursday 7th September 2023**

An offer of employment is subject to a satisfactory Disclosure and Barring Service (DBS) check.

ASSIST is committed to equal opportunities policies and practises and welcomes applications from all sections of the community. We particularly welcome applications from people with lived experience of the asylum system.

ASSIST Sheffield is a Charitable Incorporated Organisation, no: 1154862.