



Charity registration number: 1100894  
[www.assistsheffield.org.uk](http://www.assistsheffield.org.uk)

**Full Time Charity Administrative Worker**  
**Living wage £13,759**  
**35 hours/week 12 Month contract\***  
(\*Will be extended depending on funding)

This is an exciting opportunity to use your skills, energy and enthusiasm to make a real difference to a vibrant local charity which supports destitute asylum seekers.

The role is an entry level administrator position, and would be a great start for anyone looking for a career in the charity sector. You will be providing administrative support for key organisational functions such as: volunteer recruitment and training, service delivery, processing donations and financial record keeping. As part of a small staff team, working with a large volunteer led organisation, you will gain valuable insight into many aspects of how charities operate.

You'll be self reliant with a 'can-do' attitude, but equally able to work collaboratively and consultatively. You'll be a clear communicator with an eye for detail and quality. You'll have great organisational skills and be highly confident using ICT to make administrative tasks easier. Crucially, you'll care passionately about supporting destitute asylum seekers, and supporting ASSIST to deliver the best service it can. If this sounds like you, we can't wait to hear from you!

The key responsibilities of this post are to:

To give administrative support to staff and volunteer teams to enable ASSIST's support to asylum seekers to be delivered effectively including:

- ▯ Deal with internal/external post/emails.
- ▯ To receive, screen and make telephone calls, resolving enquiries where possible, taking messages or redirecting calls as appropriate.
- ▯ process donations and banking
- ▯ process welfare payments and petty cash

Induction and day to day support for volunteers recruited to support this work

Application packs are not available by email from the office. They are only available on our website: [www.assistsheffield.org.uk](http://www.assistsheffield.org.uk)

Applications can ONLY be submitted by email to: [jobs@assistsheffield.org.uk](mailto:jobs@assistsheffield.org.uk)

**Deadline for applications to be received: 5pm on Monday 3<sup>rd</sup> February**  
**Interview date: Monday 17<sup>th</sup> February**