



Asylos is looking for a Programme Manager (full-time)

Asylos is looking for an experienced Programme Manager based in the UK or the Netherlands with a passion for Country of Origin Information (COI) research.

The Programme Manager will work closely with the staff team based in Amsterdam, as well as our remote community of volunteers and Associates. Under the supervision of the Director, the Programme Manager will independently implement a number of projects to develop thematic COI reports, review external COI products and deliver COI-related training. This will also require managing external Associates and volunteers supporting these projects. The main responsibilities are:

- Programme lead on COI-related research and training: 70%
- Support to other Asylos programme(s): 20%
- Administration and other general responsibilities: 10%

This is a full-time paid position, ideally starting on 3rd January 2022 but no later than 17th January 2022 and lasting for two years (subject to renewal for one additional year).

The position will be remunerated at 38,400 Euro gross annually (excl. holiday allowance) if based in the Netherlands or GBP 34,800 gross annually if based in the UK. The usual number of hours worked per week is 38, and an entitlement to 26 holidays per year applies.

Key responsibilities:

- Review COI products by government and other providers of COI in the UK and beyond
- Publish commentaries on COI products produced by governments and other providers of COI in the UK and beyond
- Coordinate the production of thematic COI reports, filling a crucial information gap for COI in the UK
- Develop thematic training handbooks and deliver online training sessions for legal representatives
- Establish and maintain strong working relations with Asylos' partners and other key external stakeholders, primarily in the UK and EU
- As relevant, represent Asylos at conferences and events, government meetings, in the media and other fora to promote and advocate for an improved production and use of COI
- Provide guidance to and work in close collaboration with the Director, Asylos' volunteer community, and Associates on COI-related issues
- Review Asylos' case-specific COI research reports for publication
- Conduct impact assessment and report to funders
- Participate in the planning, development and implementation of activities under one or more of Asylos's other work streams as required
- Engage in any other tasks, including administrative, as required and in consultation with the Director

We need you to:

- Have a postgraduate University Degree (Masters or equivalent) in a relevant discipline (law, political or social sciences, human rights or development studies, social anthropology, etc.)
- Have a minimum of five years proven professional experience in the asylum and refugee sector, including direct responsibility for planning and delivering several of the following types of activity: research, national or international level advocacy, training, community engagement, network building, public speaking and communications
- Have excellent knowledge of COI research methodology and a minimum of two years of experience in the COI sector
- Have a strong understanding of UK and international immigration and asylum law and UK policy
- Have gained prior experience in managing staff, Associates and/or volunteers
- Work with excellent accuracy and strong attention to detail and have the ability to adhere to in house formatting styles
- Be comfortable working in a small team environment, to work independently and be able to manage own workload and meet strict deadlines
- Be a good communicator who is passionate about engaging with volunteers and a range of stakeholders
- Have excellent interpersonal skills and demonstrated commitment and ability to work in a participatory and collaborative manner
- Write and speak with high fluency in English. Knowledge of other languages is an asset
- Have a commitment to [Asylos' mission](#)
- Have the right to reside and work in the UK or Netherlands [Note: Asylos is unfortunately not in a position to sponsor people for work visas]

Further strong assets are:

- Experience in reviewing COI products
- Experience in advocacy work with the UK Home Office or other government bodies in the UK or on a European level
- Experience in conducting interviews with a range of interlocutors
- A special interest in one or more of the following issues in the context of asylum: children, persons with disabilities, statelessness, trafficking, sexual orientation and gender identity and expression
- Having worked with volunteers before
- Being knowledgeable about conducting impact assessments
- Having an understanding of data protection and confidentiality
- Being tech savvy. For example enjoy working with online project management tools such as Trello and Slack
- Having lived experience of the asylum process

What we offer:

- Access to on the job training and development
- Flexible working possibilities (home/office)
- Access to a global network of nearly 100 enthusiastic and committed volunteers
- Close working relations with the Director
- Engaging and supportive Board of trustees
- Time Off In Lieu (TOIL) practice

People with lived experience of the asylum system or from communities disproportionately impacted by the immigration system and/or structural racism are particularly encouraged to apply.

Application process and timeframe

Please complete [this online form](#) including uploading your CV. Deadline for applications is **14 November 2021 (at midnight CET)**. If you would like to have an informal chat about the role or have any questions about this job, you can email us on recruitment@asylos.eu with the subject line 'Programme Manager'.

Shortlisted applicants will be notified in the week commencing 19 November 2021. Interviews will take place online in the week commencing 22 November 2021. If shortlisted, we will send you interview topics in advance. We will also ask you to prepare a brief exercise prior to the interview, which we would ask you to present during the interview and a short written exercise after the interview.

Successful applicants should be prepared to submit the contact details of two references upon request.

Please note: If you do not receive a response from us before the end of 19 November 2021, you can assume that you were not shortlisted for an interview. Unfortunately, we will not be able to provide individualised feedback to candidates who were not shortlisted for an interview.