



Job Advert and Application Process & Timeline: Network Coordinator (Part-Time)

Asylos is looking for a Network Coordinator (part-time)

Asylos is seeking a highly motivated and inclusive Network Coordinator based in the UK, the Netherlands, or Spain, with a passion for human rights, volunteer engagement, and equitable access to justice for people seeking protection.

This is an exciting opportunity to join a small, dedicated team and help strengthen our global volunteer network—supporting over 50 volunteer researchers and collaborating with legal representatives, NGOs, and experts worldwide. The Network Coordinator plays a key role in ensuring our volunteers feel supported, empowered, and connected as they conduct vital human rights research used in asylum and protection procedures across the world.

This role is essential to maintaining a vibrant, engaged, diverse network and ensuring high-quality, ethical, and inclusive research practices.

We strongly encourage applications from people with **lived experience of displacement, asylum, or migration from the Global South**, and from individuals whose communities are underrepresented in the human rights sector.

The details

Reports to: Co-Director

Job Title: Network Coordinator

Location: Fully remote from the UK, Spain or the Netherlands (with occasional travel for team meetings and events)

Hours: 0.6 FTE / 3 days per week (with the possibility of increasing to 0.8/4 days a week)

Salary: 37,772 EUR or £33,174 Full Time Equivalent (pro rata)

Contract Type: The post is initially offered on a fixed term basis of 2 years with a view to extending subject to funding.

Application process & timelines

We are committed to making our hiring process **fair, transparent, and accessible**. If you require any reasonable adjustments at any stage of the process, please contact **Carolina Albuerne** (carolina.albuerne@asylos.org) as soon as possible.

Our commitments:

- **Accessible recruitment:** Candidates can request reasonable adjustments at any stage, including support with submitting an application, assessment tasks, or interviews.
- **Anonymous shortlisting:** All applications are anonymised before review to reduce unconscious bias.
- **Fair and transparent criteria:** Shortlisting and interviews are based solely on clearly defined, job-related criteria. All panel members declare conflicts of interest.
- **Support for candidates with lived experience:** Applicants with lived experience of displacement or forced migration are strongly encouraged to apply and may request additional support or an informal conversation before applying. This can be arranged with Asylos staff and/or through the EBE Employment Initiative, which provides [one-to-one support for applicants with lived experience](#).
- **Clear communication:** Candidates will receive timely updates to confirm receipt of their application and to be informed if they are shortlisted for interview. Unfortunately, we do not have the capacity to contact all other applicants who are not successful. Interview questions will be provided in advance to promote equity.
- **Right to feedback:** Applicants may request feedback after interviews, with priority given to candidates with lived experience. Candidates with lived experience who are not shortlisted may also request feedback, which will be subject to availability.
- **Information and guidance sessions:** As part of our commitment to transparency and supporting applicants, we will host **two online information sessions** about the role and the organisation, and **one application guidance session** for anyone seeking support or advice before applying.

How to apply:

- A. Please read carefully the [Job Description for this role, which you can find here](#).
- B. Also, please read this document carefully and let us know if you have any questions.
- C. To apply for this role, please **submit your application form and CV through the [following link](#)**.

1. Your CV

Please upload a current CV outlining your professional experience, skills, education, and any relevant voluntary or community work. Your CV will not be scored, but it helps us understand your overall background and supports the information you provide in your application form.

2. The Application Form

All candidates must complete the application form, which is the **only part of the application that will be scored**.

The form includes a series of questions based on the **Person Specification** in the job description. These questions allow you to show how you meet the essential and desirable criteria for the role.

How to complete the application form

For each section of the Person Specification:

- **Show that you understand the skill or requirement.**
(E.g., briefly explain what it means to you or why it matters in this role).
- **Describe your relevant experience.**
This can come from paid work, volunteering, community organising, activism, academic work, or lived experience.
- **Give a clear example wherever possible.**
You may use short examples that describe what you did, how you did it, and the impact it had.

You do not need to write long paragraphs; clarity and relevance are more important than length.

How Your Application Will Be Assessed (Including use of AI)

All applications will be scored based on the evidence you provide in the application form, including:

- Your understanding of each requirement
- Your relevant experience
- Examples demonstrating how you meet the criteria

To reduce bias, **applications will be anonymised before shortlisting.**

We assess applications holistically, focusing on your skills, experience, and potential to succeed in the role. We understand that you may use AI tools to support drafting or editing materials, such as improving clarity, structure, or grammar. The use of AI itself will not negatively affect your application. However, we place strong value on authenticity, accuracy, and your own voice. Your application should reflect your individual writing style, reasoning, and judgment, as these help us understand your capabilities and how you communicate your perspective throughout the recruitment process, including interviews and assessments.

Application timeline and information sessions

Deadline for Applications: 19th January 2026, 17:00 CET

Information Sessions (Zoom):

- 23rd December, 10:00–11:00 CET - Register [here](#)
- 8th January, 14:00–15:00 CET - Register [here](#)

Application Guidance Session (Zoom):

- 9th January, 14:00–15:00 CET - Register [here](#)

Invitation to interview: Week commencing 12th February 2026

Interviews: Week commencing 23rd February 2026

Information Sessions:

Our online information sessions are designed to give candidates a chance to meet the team, learn about our culture, and understand how the Network Coordinator role fits into Asylors' mission. These sessions help set realistic expectations about the role, the working environment, and the impact you could have, so candidates can make an informed decision about applying.

Use the links above to register for the sessions using the Zoom platform.

Application Guidance Session:

Our application guidance sessions provide practical support on completing the application form and demonstrating the skills, experience, and competencies outlined in the job specification. We explain what we are looking for, share tips on how to structure responses, and answer any questions, helping candidates submit strong, clear, and accessible applications.

Use the link above to register for the sessions using the Zoom platform.

Shortlisting:

Shortlisted candidates will be notified in the **week commencing *the 12th of February***.

Shortlisting is designed to be fair, transparent, and supportive. All applications are anonymised before review and assessed by a panel against the criteria set out in the Person Specification. **Only the information provided in the application form is considered**, so we encourage you to include anything relevant there, regardless of whether it comes from paid work, volunteering, community activity, or lived experience. We focus on your understanding of the requirements, your relevant experience, and the examples you choose to share, ensuring all candidates are assessed consistently and on an equal basis.

Interviews:

Interviews will take place via video call in the **week commencing *the 23rd of February***.

Interviews will be held online and conducted by a panel of three people. Interview questions will be shared **at least 48 hours in advance** to support fairness and accessibility. We welcome requests for reasonable adjustments at this stage, including adaptations to the interview format or timing, as well as support to access a suitable device or internet connection where needed. Our aim is to ensure that all candidates can participate fully and comfortably in the interview process.

Assessment Task:

As part of the interview process, shortlisted candidates will be invited to complete a test designed to reflect key aspects of the role. Full instructions and guidance on how to prepare, as well as what to present or discuss during the interview, will be provided when you are invited. This allows you to showcase your skills and approach in a clear and supported way.

References:

As part of the recruitment process, we ask candidates to provide at least two professional references who can speak to their skills, experience, and suitability for the role. References will only be contacted once a conditional offer is made, and candidates will be notified in advance. We welcome references from a range of sources, including previous employers, volunteer supervisors, or others who can provide insight into your professional and/or volunteer experience.

We aim to notify shortlisted candidates by 15th February. If you do not hear from us by this date, please assume that you have not been shortlisted on this occasion, and we warmly encourage you to apply for future opportunities with Asylos.

At Asylos, we want every candidate to feel supported and valued throughout our recruitment process. From accessible application forms and anonymised shortlisting to online information and guidance sessions, and interviews designed to meet your needs, we aim to make the process as fair and inclusive as possible. We particularly encourage applications from people with lived experience of displacement or from communities underrepresented in the human rights sector, and we welcome you to apply with confidence and curiosity.