



## Network Coordinator Job Description

**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.

### About Asylos

[Asylos](#) is a global network of volunteers that provides high-quality country-of-origin information (COI) research to help people seeking asylum claim their right to safety under international law. Asylos is registered as a UK Charity, led by a small staff team and supported by a dynamic Board of Trustees.

At Asylos, we believe that every person seeking asylum deserves a fair opportunity to claim their right to protection. Evidence to prove fear of persecution or to support the credibility of individual testimony is a vital element in the decisions taken to grant or withhold asylum. But many refugees and their legal representatives cannot access this necessary information. To redress this imbalance and protect the right to asylum, Asylos volunteers leverage their research skills, contextual knowledge, and contacts on the ground to:

- ensure that people claiming asylum or other forms of protection and their legal counsel have access to crucial information to substantiate their claim; and
- ensure that the asylum and other protection procedures are evidence-based and unbiased.

### Asylos' commitment to anti-racism and integration of lived experiences

As an organisation with a mission to promote access to justice and to uphold human rights, we recognise that integrating lived experiences across our organisation and our work is central to our anti-racism, inclusion and diversity efforts.

Asylos is committed to actively combating racism and systemic inequities within our organisation and the asylum system. We recognise the profound impact of racism and discrimination on forced migrants and asylum seekers, and we are dedicated to ensuring that those with lived experiences of these issues have a meaningful voice in shaping our work. We are committed to actively recruiting and supporting staff and volunteers from diverse backgrounds and regularly evaluating our COI research through an anti-racist lens. Asylos' definition of lived experiences includes direct experiences of i) asylum systems, statelessness procedures or protection procedures for trafficked persons or ii) living in or forced migration from countries of origin of refugees or iii) migration from the Global South. We recognise that factors such as gender identity or expression and sexual orientation, age, disability and other factors shape these and other lived experiences. We recognise that lived experience can encompass a wide range of factors, including racial discrimination, experiences in the Global South, and navigating systems of oppression. We are committed to creating a workplace that values and supports individuals with these experiences.

## About the role of the Network Coordinator

### Role Purpose

At Asylos, we are a diverse team of individuals dedicated to advancing human rights. We are committed to fostering a welcoming and inclusive workplace where everyone feels valued and respected.

In this case, the Network Coordinator will focus on **building and sustaining a vibrant, engaged and diverse volunteer network**. This includes facilitating collaboration, supporting volunteers, and strengthening partnerships with NGOs, legal firms, and other stakeholders — particularly those with lived experience of the asylum system. The role ensures volunteers are supported, empowered, and connected, helping Asylos deliver high-quality research globally.

### Collaboration with the Programme Manager - Network Research

The Network Coordinator and the Programme Manager - Network Research are linked roles that, while distinct in focus, will work in close alignment to ensure the smooth functioning of the network and efficient management of Asylos' core research activities. The Network Coordinator leads on volunteer engagement, network development, and partnership management, while the Programme Manager - Network Research leads on case-specific research and network-led research initiatives ensuring appropriate research standards and quality outputs. Both roles will collaborate on cross-cutting projects in the staff team, share insights from their respective areas, and coordinate support for volunteers, partners, and beneficiaries. Through regular communication, joint planning, and complementary expertise, these roles will ensure Asylos' global network is cohesive, professional, and mission-driven.

### Key Responsibilities

- **Relationship Management:** Build and maintain strong relationships with volunteers, lawyers, NGO caseworkers, and people with lived experience of displacement or asylum.

- **Volunteer Recruitment and Onboarding:** Recruit, train, and onboard new volunteers. This will include delivering training on research techniques, ethics, interview techniques, etcetera in coordination with the Research Programme Manager. Ensure inclusive and accessible participation. Proactively recruit volunteers from underrepresented backgrounds and communities with lived experience of displacement. Identify and remove barriers to volunteering to ensure the network reflects the global population we serve.
- **Volunteer Community Management:** Collaborate with and support the volunteer network through regular check-ins and facilitation of cross-cultural communication, conflict resolution, training, updates, and engagement initiatives, ensuring volunteers feel recognised and empowered. Manage power dynamics within the network to ensure volunteers from all backgrounds feel safe, recognised, and empowered.
- **Systems and Process Development:** Develop and refine structures and processes that enable network growth, stability, and cross-regional collaboration.
- **Communication and Knowledge Sharing:** Facilitate clear communication and information exchange between volunteers, staff, and external partners.
- **Event Coordination:** Organise and coordinate network events, including the **All Asylos Conference** and **Coordinators' Meeting**, with support from the Operations Assistant.
- **Partnership Management:** Co-manage collaborations with pro bono legal firms and other partners, including volunteer supervision and integration into research work.
- **Database and Project Support:** Maintain Asylos' research and volunteer databases, contribute to network development projects, and collaborate with external partners such as the COI Experts Database on the Rights in Exile platform.

## Person Specification

**All previous experience may be paid or voluntary, full or part-time, in the UK, the Netherlands, Spain or overseas. Candidates will be short-listed on the following specifications:**

### **Essential:**

1. **Experience coordinating volunteers or managing projects**  
Demonstrated through clear examples of coordinating groups. This may include formal volunteer management, community organising, mutual aid coordination, or leading grassroots initiatives.
2. **Experience supporting or contributing to research projects or similar**  
Ability to explain your role in research tasks, processes, and results.

3. **High Fluency in English**  
Able to communicate confidently and accurately in English, with a priority for clarity over "native level" fluency. Knowledge of other languages is an asset, especially those spoken by migrant communities.
4. **Ability to manage time effectively and meet deadlines**  
Evidence of planning, prioritising, and supporting others to stay on schedule.
5. **High attention to detail and accuracy**  
Ability to follow procedures, check information carefully, and maintain accurate records.
6. **Intercultural Competence and Anti-Oppression awareness**  
Experience building relationships, providing support, and managing challenges across different time zones; ability to navigate power dynamics in a diverse network.  
Experience creating inclusive spaces where voices from those with lived experience are at the centre.
7. **Basic knowledge of asylum or immigration systems**  
Understanding of key concepts related to refugee protection, or relevant experience.
8. **Ability to use digital tools for coordination and project management**  
Experience with platforms such as Trello, Airtable, or similar online systems.
9. **Motivation to work in a small, collaborative team and with volunteers**  
Demonstrated teamwork skills, adaptability, and interest in volunteer engagement and human rights.
10. **Commitment to Asylors' mission and values**  
Clear motivation for supporting Asylors' work and approach.
11. **Right to work in the UK, Spain, or the Netherlands**  
As a small charity, we currently require candidates to have the right to work in the UK, Spain, or the Netherlands as we cannot sponsor visas.

**Desirable:**

12. **Experience working in a small nonprofit or charitable organisation**  
Ability to describe how you adapted to a small-team environment, balanced tasks, or worked with limited resources.

**Strongly encouraged:**

13. **Lived experience of displacement or forced migration**  
Experience that provides valuable insight into the realities of navigating asylum systems or supporting others going through them. We strongly encourage applications from candidates with this lived experience.

## What we offer:

- On-the-job training and development.
- Flexible working options (home/local co-working space).
- Access to a global network of over 50 volunteers and growing.
- Close working relations with co-directors.
- Dynamic and supportive staff team.
- Time Off In Lieu (TOIL) practice.

## Terms and conditions of employment

This post is offered on a part-time basis, working 3 days a week (22.6 hours) as our working week at Asylos is 38 hours, excluding lunch breaks. The post is initially offered on a fixed term basis of 1 year. The following conditions of service will apply:

Salary	37,772 EUR gross annual salary (pro rata) if based in the Netherlands or Spain (including holiday allowance) or GBP £33,174 gross annual salary (pro rata) if based in the UK.
Location	Remote working within the UK, Netherlands or Spain, with some international travel required. We provide equipment and support for remote work. We will also facilitate travel for team meetings and events.
Pension	Asylos will contribute an amount equal to 6% of the Employee's salary to the pension scheme in equal monthly installments in arrears; and the Employee will, by way of deduction from the Employee's salary, pay a contribution equal to 6% of the Employee's salary. This is not applicable to applicants from Spain.
Holidays	28 days per year plus public holidays (pro rata for part-time posts).
Hours of Work	3 days, 22.6 hours per week (excluding lunch breaks). Some evening and weekend work may be required for which time off in lieu should be claimed.

Flexible Working	We are committed to considering all requests to work flexibly.
Probation	The post will have a probationary period of six months.
Notice	One month's notice of termination of employment on either side.
Disability	We are committed to making every reasonable adjustment to the workplace or working arrangements so as to accommodate people with disabilities.