



## **Asylos is looking for a Network Coordinator in the Netherlands or the UK (full-time, home/office based)**

**Asylos** is looking for an ambitious Network Coordinator based in the Netherlands or the UK with a passion for volunteer community management.

The Network Coordinator will work closely with Asylos' staff team in the Netherlands and the UK. Under the supervision of the Director, the person will independently coordinate Asylos' community of 100+ remote volunteers. This is a full-time paid position, starting ideally on 1st October 2022 and lasting for two years initially (subject to renewal).

The position will be remunerated at 33,955 EUR gross annually if based in the Netherlands (including holiday allowance) or GBP 29,822 gross annually if based in the UK. The usual number of hours worked per week is 38, and an entitlement to 26 days of annual leave per year applies. There is some flexibility with regards to the working hours. Applicants wishing to reduce the role to 80% FTE (4 days/week) will be considered and are kindly asked to mention this preference on the application form.

### **Your tasks:**

The Network Coordinator's main responsibilities will be:

- Coordination of case-specific research: 20%
- Volunteer recruitment and induction: 20%
- Organising of meetings and events: 20%
- Feedback collection, communication and relationship-building with lawyers and other partners: 20%
- General administrative tasks such as maintaining research and volunteer databases: 20%

Under these responsibilities, the following are examples of day-to-day tasks that the Network Coordinator will carry out:

- Coordinate the research flow: coordinate our research case work, liaising directly with the volunteer research coordinators
- Recruit new volunteers and familiarise them with Asylos
- Manage the volunteer community, including by writing regular newsletters and organising volunteer calls, meetings, check-ins and training opportunities
- Regularly check-in with volunteers and volunteer coordinators to assess their additional support needs
- Organise conferences and events to bring volunteers together in person
- Communicate with current and potential new beneficiaries, for example to collect feedback, build relationships and generate more research requests
- Keep Asylos' online research database up-to-date by uploading reports, and keeping it organised
- Contribute towards the further development and improvement of the volunteer experience at Asylos
- Support volunteer research teams on an ad hoc basis, which may include drafting research reports, reviewing finalised reports and providing feedback

**We need you to:**

- Have a minimum of two years proven professional experience in a relevant role, for example in volunteer coordination or project coordination, ideally with regards to (human rights) research projects. Unpaid experience will also be considered under this requirement
- Write and speak fluently in English (at minimum C1 level) and French (at minimum B2 level)
- Work with excellent accuracy and strong attention to detail
- Have a demonstrable commitment to meeting tight deadlines and helping others do so
- Be a confident and effective communicator, both orally and in writing
- Be able to work flexibly with volunteers in different time zones and with different levels of engagement. This role does on occasion require work during evening and weekend hours, which can always be compensated
- Enjoy working with online project management tools such as Trello, and with databases and address technical difficulties if encountered
- Be enthusiastic about working in a small staff team, and be passionate about working with volunteers
- Bring a passion for human rights, and have a basic understanding of UK and/or international immigration and asylum law and policy
- Be committed to [Asylos' mission](#)
- Have the right to reside and work in the UK or Netherlands [Note: Asylos has to comply with local labour law and is therefore unfortunately not in a position to sponsor applicants without valid work permits]

**Further assets are:**

- Experience in (volunteer) recruitment and coordination
- Advanced understanding of UK and/or international immigration and asylum law and policy
- An academic qualification in Law, Political Science, Social Science or other relevant field
- Knowledge of Country of Origin information (COI) research methodology and experience in conducting COI research, and/or (advanced) experience in human rights research
- Proficiency in other languages relevant to our work, for example Dutch, German and/or Arabic
- Experience with project management
- Experience with event organisation
- Experience in database management and (visualisation of) quantitative/qualitative data
- Knowledge of relevant communication tools (Mailchimp, Canva)
- Prior experience in website management (Wordpress and plugins) and web programming (PHP)

**What we offer:**

- Access to on the job training and development
- Flexible working possibilities (home/office). Our staff in the Netherlands works from the office for at least one day a week and all UK staff works remotely at the moment.
- Access to a global network of 100+ enthusiastic and committed volunteers
- Close working relations with the Director and all other staff members
- Time Off In Lieu (TOIL) practice

**Persons 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 by uploading your CV. The application deadline is **4th September 2022 (at midnight CEST)**. 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](mailto:recruitment@asylos.eu) with the subject line 'Network Coordinator' before 1st September.

Shortlisted applicants will be notified in the week commencing 5th September 2022. Interviews are

tentatively scheduled for the week commencing on 12th September 2022. If shortlisted, we will send you interview topics in advance. We will also ask you to prepare 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, 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.