

Asylum Link Merseyside

Activities Coordinator – Key Tasks/Duties

- This role is based in Asylum Link Merseyside, 7 Overbury Street, L7 3HJ. The centre is open to the public Monday to Thursday. Friday is currently Staff Only.
- Induction: You will be inducted by the current Project Lead / National Coordinator in your first month in the role.
- Hours of work: Part time, three days per week, 22.5h per week to work flexibly
- Contract type: Fixed term for 1 year. (January 2025 - December 2025) with the intention to extend
- Salary - £27,500 per annum pro rata (3 days / week post)
- Immigration, Asylum and Nationality Act 2006: You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.

Our commitment to equity, diversity and inclusion: We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.

Job Description: Oversee the delivery of Asylum Link's activities programme. This includes projects such as:

<i>Regular weekly activities:</i>	<i>Monthly activities:</i>	<i>One-off/Infrequent actives</i>
Board Games Group	Climbing Group	Tree planting/nature conservation events
Bike Group	Walking Group	Community volunteering days
Gardening Group	Drama Group	Concerts and cultural events
Music Group	Beach Trips	Cooking and food-sharing events
Women's Group		Bird watching with RSPB
Choir Group		

The programme is subject to change or addition as time and opportunity allow.

- To arrange activities to meet the **well-being needs and interests of service-users** and where possible, **include a volunteering element giving people seeking sanctuary opportunities to contribute to their local community** through meaningful volunteering alongside local people.
- To ensure that all the above activities are, wherever possible, **organised and delivered by volunteer team coordinators and accompanying volunteers**, recruited with assistance from the Volunteers Manager.
- **To promote and advertise** the activities internally to ALM clients and externally to the wider community and local population.
- To ensure activities are delivered in an **inclusive and accessible manner**, in line with ALM's safeguarding policies, risk assessments and safety briefings.
- **To arrange necessary resources for activities**, including food, equipment and transport.
- **To collect data and feedback** from attendees to contribute to social media content, other media output e.g. local newspaper articles, and evaluation and monitoring reports to funders.
- To work closely with **partner organisations** around Merseyside to deliver a wide range of activity opportunities both within Asylum Link and out in other locations.
- To work closely with **other Action Asylum Projects** around the country, as part of a national network, including attendance of monthly national network meetings (online).

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Role information

- Centre Manager for supervision, support and strategic direction, reporting back on activities output and generate social media content.
- National Coordinator (Action Asylum) for supervision, support, training and reporting for national project data.
- Volunteers Manager to recruit, train and support volunteers into placements in Asylum Link and in the wider community.
- Finance Manager to procure necessary resources.
- Work with other program managers (Services, Casework, Destitution, MRSN) to ensure effective linked-up delivery.
- Externally, you'll work closely with other stakeholders/partners to facilitate activities in the community.