

Job Description

Project Coordinator - Creative Social Action Project, Glasgow

Name of organisation: Migrant Voice

Job title: Project Coordinator

Responsible to: The Director

Responsible for: Volunteers

Salary: £33,000 (pro rata)

Working hours: 2 days per week, 8 hours per day (inclusive of 1 hour lunch). To include some evening and weekend work

Where: At our Glasgow Office

Contract: Fixed term contract from September/October 2026 for two years

Date written: July 2026

Job summary

The Project Coordinator will be responsible for day-to-day delivery of our Creative Social Action Project, reaching out to and engaging refugees and people seeking safety in our activities. This is a leading role in an exciting new project that enables communities to lead their own social change, contributing their skills, cultural knowledge, and stories that matter to Scotland's public life.

Working two days per week from MV's Glasgow hub, the role will include: setting up the project's infrastructure, running two rounds of the project with two groups: outreach and participant recruitment, facilitating meetings and conversations about the issues affecting participants' lives, organising training with specialist trainers, supporting participants to develop a social action project and creative outputs, collaborating with cultural institution partners, developing exhibitions, and evaluation. The role will be supported by the Migrant Voice Director.

The project

The Creative Social Action Project works with refugees and people seeking asylum to develop skills, build confidence, tell their own stories, and take their place as co-authors of Scotland's cultural and civic life. The exhibited outputs and public events will ensure positive narratives are being projected in the public domain and widely shared, in the face of increasingly divisive narratives.

The post holder will undertake the following

- Ensure fulfilment of the project plan, including delivery of targets and milestones.
- Strengthen the development of our network in Glasgow as well as engage existing Glasgow network members in our work and activities.
- Conduct outreach to individuals and build relationships and strengthen collaboration with a range of refugee and migrant groups and organisations.
- Organise regular community meetings providing safe spaces for refugees and people seeking asylum to come together and discuss issues affecting their lives, leading to the development of a collective social action project.

- Organise and facilitate training, including identifying and working with specialist trainers to address participants' training needs.
- Implement a trauma-informed approach for all the facilitated sessions to ensure the wellbeing and safeguarding of participants.
- Support participants to co-design and co-develop a collective social action project and to create outputs to be exhibited.
- Support the organisation of the exhibitions including working closely with cultural institutions.
- Undertake monitoring and evaluation including engaging participants in the process. Write regular progress reports including reports to funders.
- Contribute to the smooth running of our office in Glasgow including engaging in steering group meetings and other Migrant Voice activities.
- Adhere to project budget and undertake regular financial reporting.
- Undertake administrative duties related to the project including collecting data and keeping records.

General duties

- Participate in supervision meetings, regular team meetings and members' meetings, as required.
- Adhere to MV's policies and procedures and demonstrate a commitment to equal opportunities and confidentiality policies.
- Cooperate with other staff, management and members and be responsible for the effective operation of MV, encouraging a supportive and productive environment within the organisation.
- When necessary and appropriate, take on reasonable tasks over and above those set out above.

Person Specification

Job title: Project Coordinator

Essential Criteria

Education

- Qualifications relevant to the post, or equivalent knowledge and experience gained through paid or voluntary work.

Experience

- Proven track record of coordinating community, social action, arts, cultural, or engagement projects from planning through to delivery and evaluation.
- Experience working directly with refugees, people seeking asylum, migrants, or other marginalised communities.
- Experience of co-production and community-led programme design.
- Experience undertaking community outreach, engagement, and participant recruitment.
- Experience facilitating group discussions, workshops, meetings, or participatory activities and bringing different communities together.
- Experience of working with and supporting volunteers.
- Experience in organising and/or facilitating training.

- Experience building and maintaining effective partnerships with community organisations, charities, public bodies, or cultural institutions.
- Experience of developing or supporting exhibitions, creative projects, public engagement activities, or cultural events.
- Experience of project monitoring, evaluation, and report writing, including collecting qualitative and quantitative data.
- Experience managing project administration, budgets, and maintaining accurate records.
- Experience working independently and managing competing priorities to meet deadlines.

Knowledge

- Strong knowledge of the key issues affecting refugees, people seeking asylum, and migrant communities in Scotland and the UK.
- Knowledge of key migrant community organisations and other stakeholders working on migration.
- Understanding of community development, participation, co-creation, and social action approaches.
- Understanding of the importance of ethical storytelling and ensuring people can tell their own stories safely and authentically.

Skills and Abilities

- Excellent interpersonal and relationship-building skills, with the ability to engage people from diverse cultural backgrounds.
- Ability to implement diversity, inclusion, and anti-discriminatory practices.
- Ability to facilitate using trauma-informed approaches.
- Demonstrable ability to implement safeguarding principles.
- Strong facilitation skills, including the ability to create safe, inclusive, and empowering spaces for discussion and participation.
- Excellent verbal and written communication skills.
- Strong organisational and project management skills with attention to detail.
- Ability to motivate, support, and empower participants to develop their own ideas and initiatives.
- Ability to work collaboratively with participants, partners, artists, trainers, and stakeholders.
- Ability to produce clear reports, funding updates, and project documentation.
- Strong IT skills, including Microsoft Office and online communication and collaboration tools.
- Ability to manage sensitive information appropriately and maintain confidentiality.
- Ability to work independently and as part of a team.

Personal Qualities

- A strong commitment to social justice, equality, and the inclusion of refugees and people seeking asylum.
- Enthusiastic, proactive, and self-motivated.
- Creative and innovative in developing engagement approaches and supporting participant-led projects.
- Commitment to collaborative working and shared learning.

- Ability to work flexibly, including outside normal office hours when required.

Desirable Criteria

- Experience of working with museums, galleries, arts organisations, or other cultural institutions.
- Ability to communicate in additional languages commonly spoken within refugee and migrant communities.
- Lived experience of migration, displacement, or the asylum system.

Other Requirements

- Eligibility to work in the UK.

Our commitment to inclusive recruitment

Migrant Voice is a migrant-led organisation and we welcome applications from people of all backgrounds. We particularly encourage applications from people with lived experience of migration, displacement, or the asylum system. If you do not meet every criterion but believe you could do this role well, we would still like to hear from you. We are happy to make reasonable adjustments at every stage of the recruitment process. Please just get in touch.