



Role Title

Community Coordinator / Co-Facilitator (Regenerative Gatherings)

Contract type

Freelance / self-employed

Duration

April – November 2026

Hours

Average 10 hours per week (flexible). Some evening/weekend work required.

Pay

£20–£28 per hour, depending on experience

Location

Glasgow-based delivery, with occasional meetings in Edinburgh. Travel costs for events and meetings can be claimed as expenses in line with ESAS policy.

Reporting to

Project Manager

Purpose of the role

To support East and Southeast Asian Scotland (ESAS) to deliver monthly community gatherings in Glasgow, helping to reduce isolation and improve access to information, support and social connection.

Key responsibilities

Event co-facilitation and programme delivery

- co-facilitate monthly gatherings in Glasgow
- support the design of session content and activities
- help create safe, inclusive and trauma-aware group spaces
- assist with set-up and pack-down

Responding to participant queries and concerns

- respond appropriately if participants raise issues or concerns at events



- listen sensitively and maintain clear boundaries
- do not provide immigration or legal advice
- offer appropriate signposting to specialist services
- escalate safeguarding concerns to the Project Manager where required (with supervision)

Community information & FAQs

- prepare and present clear, accessible FAQs on:
 - hate crime reporting
 - employment rights
 - immigration signposting routes only (no legal advice)
 - access to healthcare, ESOL and support services
- ensure information is accurate and up-to-date
- clearly signpost to qualified advice providers

Outreach, communication and social media

- help promote events on ESAS social media channels
- reply to basic public enquiries about events
- assist in building online engagement around gatherings

Administration and evaluation

- event coordination and logistics
- maintaining attendance records
- collecting feedback and evaluation data
- contributing to short progress reports

Training & supervision

This role involves working with vulnerable adults. PVG (Protecting Vulnerable Groups) membership is required. ESAS will support the PVG application process and cover the associated cost if you are not already a member.

- ongoing supervision with the Project Manager
- appropriate training will be provided on:
 - signposting vs advice boundaries
 - hate crime processes
 - migrant rights information sources
 - trauma-informed approaches



Person specification

Essential

- able to write and communicate well in English, including creating posts and event information
- experience of group work, facilitation or community organising with marginalised communities impacted by racism or racialised trauma
- understanding of migrant experiences and barriers in Scotland
- ability to communicate clearly and sensitively
- confidence using social media for event promotion
- reliability and good organisational skills
- ability to travel to Glasgow for events

Desirable

- experience working with migrants, refugees or asylum seekers
- experience in advice, community support or related roles
- relevant qualifications (community work, social sciences, law, advice, youth work)
- confidence in organising or supporting food-based community activities (e.g. shared meals, catering coordination, culturally specific food events)
- able to communicate or write clearly in any East or Southeast Asian language, such as Cantonese, Bahasa Indonesia, Mandarin, Tagalog, Thai or Vietnamese
- experience supporting trauma-affected individuals

Positive action statement

We particularly welcome applications from people of East and Southeast Asian heritage and from people with lived experience of migration and racism. We use positive action in line with the Equality Act 2010 to address under-representation.

How to apply

Please download the **Six Application Questions** document here: [[Download link](#)]

Please submit your answers as a Word or PDF attachment, or in the body of an email (bullet-point answers are welcome), to: team@esascotland.org

Subject line: *Application – Community Coordinator / Co-Facilitator 2026*



Application deadline: 5th February 2026

Interview / conversation dates: between 6th and 23rd February 2026

Questions?

If you'd like to discuss any part of the role, have questions before applying, have difficulty accessing the link, or would like the questions in another format or need adjustments to apply, please email us at **team@esascotland.org** and we will be happy to help.