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www.sjp.org.uk

Refugee and Asylum Seeker Project Coordinator (part-time)

Our Vision

Rooted in God's earth, we envisage a just society and a creative, open-hearted-church.

Our Values

Contemplation, Action, Adventure, Courage, Kindness

Introduction

St James's Piccadilly is a Church of England parish in the heart of London. In addition to the regular services, a large and dynamic congregation, and committed staff team, we run and support a network of people with refugee and asylum seeker lived experience, offering practical help and pastoral care as well as partnering with organisations that support refugees and people going through the asylum system.

About us

St James's Church (St James's) welcomes both a gathered worshipping congregation in central London on Sundays, and also serves its parish during the week with a wide range of services and events. Our strategy for 2023-26 expresses our core ambition 'to build a larger, more inclusive, imaginative and influential SJP community'. Key to this is our work with refugees, asylum seekers, and their advocates within and beyond the St James's community. The importance of refugee and asylum seeker support is at the heart of St James's values and life together. This part-time post (initially for one year) will be a pivotal role in delivering the new St James's strategy for 2026-36.

Major development work of the church site is planned for 2027/2028. There will be a transitional phase as St James's worship and current range of activities move "on the road", in collaboration with St Pancras Euston Road including the delivery of projects taking place in other venues. This period, whilst construction works take place on site, is estimated to last two years (2027/2029).

Job description below

JOB DESCRIPTION

1 JOB DETAILS

Role Title:	Refugee and Asylum Seeker Project Coordinator
Hours of work:	21 hours per week across 3 days, including some Sundays
Contract:	Part-time (pro rata) employment contract – fixed term for 12 months (further information on last page).

2 JOB SUMMARY

The core of this crucial role at St James's is to support the International Community, which is a community of refugees and asylum seekers at St James's, as well as resourcing and supporting volunteers who work closely with this community. This post includes opportunities to speak out, on behalf of St James's Church, consonant with the values and direction set by the Parochial Church Council, about refugee, asylum seeker and migration experiences in solidarity with people going through the hostile environment. Fostering and developing best practice regarding support for refugees and asylum seekers is a key part of this role. There are regular events, campaigns and workshops, and we are seeking to expand and deepen this work, as well as increasing the number of people St James's is able to support within and beyond the congregation.

The Refugee and Asylum Seeker Project Coordinator is the primary leader for refugee and asylum seeker support and action at St James's. They seek out and expand partnerships with related third sector organisations and places of worship to strengthen the advocacy opportunities at St James's. They lead on providing pastoral and practical support for individuals going through the hostile environment at every stage of their journey. They liaise with the Outreach Projects and Partnership Manager alongside key St James's staff and volunteers to ensure events and projects are well-supported and well-organised. They manage data using our ChurchSuite database, ensuring that administration is done efficiently, the data is managed accurately in line with our data protection policy, and that communication takes place effectively, connecting all groups within the church that are involved in this key area of St James's work. This role is central to ensuring that St James's provides support for some of the UK's most marginalised and vulnerable people.

Building leadership capacity, confidence, and skills amongst the International Community and volunteers in solidarity, as well as increasing opportunities for fundraising and sustainable financing for refugee and asylum seeker work, are key priorities. Having launched a new 3-year strategy that runs from 2023-26, our future vision from 2027 ensures that the full participation of everyone within our

community is rooted in the flourishing of every person as part of the whole of creation. A main objective of the strategy is to increase the number of refugees and asylum seekers we can support. This involves the development of existing and new workshops and training for community volunteers, and a commitment to integrate key topics in refugee and asylum seeker experience and advocacy into the programmes and activities as a whole at St James's.

3 DIMENSIONS

Line manager is the Outreach Projects and Partnerships Manager (OPPM).

The Refugee and Asylum Seeker Project Coordinator is key to ensuring that St James's provides pastoral, practical, and community partnership support for everyone with lived experience as refugee and asylum seeker.

There is also a close working relationship with the OPPM, Associate Rector, Food Hospitality Outreach Coordinator, International Group (wider network of congregation members supporting the work of the International Community through activism and volunteering), and Parochial Church Council (the governing body of the church).

4 KEY RESULT AREAS

The following are 'Key Results' and are not an exhaustive list.

A: Community building and member support

1. To provide pastoral, emotional and practical support for individuals going through the asylum system.
2. To organize regular gatherings, social activities and cultural outings for the International Group members for peer support and creating community.
3. To develop leadership capacity within the International Community, empowering members to direct the group's development in response to community need and priorities.
4. To coordinate and chair quarterly meetings of the International Community Steering Group.
5. To work closely with the OPPM, International Group and St James's congregation more widely to support and advocate for refugees and asylum seekers.

B: Volunteer Management

1. To manage a team of volunteers to support regular community gatherings and organize the volunteer rota through ChurchSuite.

2. To ensure that volunteer data and communication through ChurchSuite is managed effectively.
3. To liaise with and build the confidence and knowledge of volunteers who are committed to supporting refugees and asylum seekers.
4. To follow up on volunteer enquiries in relation to refugee and asylum seeker support.
5. To manage the Community Skills Support scheme, matching volunteers with Community members to provide opportunities for skills development, confidence building, and practical support.
6. To plan and deliver training for volunteers to build understanding at St James's regarding the hostile environment, refugees, and asylum seeker experience.
7. To work with the Food Outreach Coordinator and Concerts Team to develop volunteering opportunities for Community members with other St James's projects and departments.

C: Communications and Partnerships: Internal & External

1. To work with the Communications Officer to amplify the work and voices of refugees, asylum seekers, and those in solidarity with them.
2. To maintain and build partnerships with other refugee and asylum seeker support spaces, and with campaigning organisations such as Citizens UK.
3. To develop and maintain cultural exchange partnerships, and to facilitate access to cultural experiences through existing partnerships. such as with Sadler's Wells and Hampton Court.
4. To attend St James's Piccadilly's Sunday events as required, fostering relationships, connection, and integration between the Congregation and International Community.
5. To organise and participate in some events outside of agreed 'working hours' e.g. occasional volunteer social events.

D: Reporting & Fundraising

1. Produce data, project updates and impact case studies as required to St James's Fundraising and Development Team and key staff.
2. To proactively identify potential funding opportunities and work with the Fundraising and Development Team to secure funding support for refugees and asylum seekers.
3. To support the OPPM with delivery of volunteer surveys and evaluation of results in relation to St James's overall strategy.

E: Additional Duties

1. From time to time, to undertake additional or other duties as commensurate with the role.

5 REQUIREMENTS FOR THE ROLE

Essential criteria

1. Working knowledge and proven experience of the process of claiming asylum in the UK from first arrival to leave to remain.
2. Proven experience in supporting individuals going through this process – refer 1 above.
3. Commitment to safeguarding, including working within practices and processes as part of a team.
4. At least 2 years' experience of providing pastoral care for people who have experienced significant trauma.
5. At least 2 years' experience of working with volunteers, and team building networks of support.
6. Excellent understanding of what constitutes good volunteering experience.
7. Excellent communicator with good interpersonal skills and ability to build strong and mutually supportive working relationships with staff, volunteers and external stakeholders.
8. Excellent understanding of Microsoft Office 365, computer literacy and online communication including social media.
9. Team player with an interest in people who enjoys working with others.
10. Able to manage a varied workload, proactive at prioritising and problem solving.
11. Flexibility and ability to thrive in changing environments.
12. Ability to take the initiative and work proactively and independently.
13. Exceptional planning, time management and organisational skills.
14. Understanding and appreciation of promoting and championing equity, diversity, inclusion and belonging.
15. Flexibility with working hours from time to time (to be planned and agreed in advance).

Desirable criteria

1. OISC trained.
2. Experience of designing and delivering workshops and training sessions.
3. Experience of using CRM database or Volunteer Management systems.
4. Experience of community organizing and campaigning with social justice organisations and causes.
5. Understanding and appreciation of the Church of England and Christianity.
6. Project management experience.
7. First Aid trained (Emergency First Aid at Work and Mental Health First Aid)

Candidates do not have to identify as Christian or belong to a religious faith, but the successful candidate will be in sympathy with and will actively promote St James's ethos and values.

Role requires holding Enhanced DBS and undertaking specified safeguarding training through the Diocese of London.

Equity, inclusion and diversity at St James's

It is important that we are representative of London's people and communities. We actively welcome applications from people currently under-represented in our staff and community including people with global majority heritage, people with lived experience of poverty and people who identify as LGBTQ+.

Safeguarding

St James's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

6 TERMS OF EMPLOYMENT

Title: Refugee and Asylum Seeker Project Coordinator (part-time)

Employment contract: Fixed-term for 12 months (with possibility of renewal as dependent on funding); probation period 6 months.

Part-time: *21 hours per week (based on pro rata of full time i.e. 35 hours = .6)

Remuneration: £20,070pa - .6 role (based on full-time equivalent of £33,450pa), 7.5% pension contribution by St James's with 0.5% contribution by the employee (Leave: pro-rated .6 of full time equivalent 25 days annual leave plus public holidays)

*Hybrid working at both St James's and from home. Actual days per week and pattern of work to be discussed with OPPM prior to appointment including working hours per day.

7 APPLICATION PROCESS

Please complete the application form - refer to www.sjp.org.uk/jobs - and forward to Jane Gray, HR Advisor hr@sjp.org.uk by midday Friday 25th September 2026 (job description including person specification is also on the website.)

Interviews will be held on Thursday 8th October 2026.