



Consultancy position: Project Coordinator

Organisation: Afghan Women Association in Scotland

Project: Bridge of Hope: Afghan Women Supporting Afghan Women

Location: Glasgow (primarily in-person delivery)

Contract Type: Self-employed consultancy

Duration: 11 months (subject to funding conditions)

Time Commitment: Up to an average of 10 hours per week (flexible, based on delivery needs)

Contract Management: This consultancy will be managed by the Project Lead and Board of Trustees.

Fee and Expenses: The consultant will be paid at a rate of £18 per hour (depending on experience), up to a maximum total contract value of £9,072. The consultant will invoice monthly based on delivery of agreed outputs. Reasonable travel and communication expenses will be reimbursed in line with organisational policy.

Role Overview

This is a light-touch coordination consultancy role supporting the delivery of a community-led peer mentoring and wellbeing programme for up to 40 Afghan refugee women in Glasgow.

The consultant will not be solely responsible for programme delivery. Instead, they will support the coordination of activities delivered by peer mentors, trustees, and partner organisations, ensuring the programme is delivered in a culturally sensitive, safe, and effective way. The consultant will manage their own time and approach to delivery, within agreed expectations and timelines.

The role requires a strong understanding of community-based approaches and the ability to work flexibly within a small, volunteer-led organisation.

This post is open to women only under Schedule 9 of the Equality Act 2010, as it involves delivering women-only services to a specific beneficiary group.

Key Deliverables

The consultant will be responsible for delivering the following outputs:

- Develop a delivery plan and session schedule (Month 1)
- Provide ongoing coordination of programme activities and timetable
- Support and liaise with peer mentors to enable delivery of sessions and activities
- Maintain simple systems for participant communication and engagement (e.g. messaging groups, attendance follow-up)
- Oversee basic monitoring including attendance tracking and participant feedback
- Contribute to preparation of two donor reports per year
- Produce a short end-of-project summary report outlining outcomes, challenges, and learning

1. Project Coordination

- Develop and manage project plans, timelines, and session schedules.
- Oversee delivery of peer mentorship sessions, which will be led by volunteer Peer Mentors.
- Manage logistics including venue arrangements, transport support, refreshments and childcare access where needed.
- Support delivery of community activities, including outings and cultural events.
- Ensure activities are delivered safely, ethically and in line with organisational policies.

2. Participant Engagement

- Support outreach and recruitment of up to 40 Afghan women through community networks and social media.
- Maintain regular communication with participants to encourage attendance and engagement.
- Ensure all sessions provide a safe, welcoming, and culturally appropriate environment for all participants.
- Identify barriers to participation and adapt delivery where possible; providing feedback to trustees as adjustments are made

3. Peer Mentor Coordination

- Support recruitment and coordination of up to 4 Afghan peer mentors.
- Organise training and ongoing support for peer mentors in facilitation and safeguarding.
- Provide ongoing supervision and practical support to Peer Mentors when delivering activities

4. Monitoring & Evaluation

- Maintain simple monitoring systems (attendance, feedback)
- Support participatory feedback approaches with participants and mentors

- Contribute to funder reporting requirements

5. Community Engagement

- Maintain working relationships with relevant partners and community organisations (as agreed with trustees)
- Support basic coordination with external contributors where required

Person Specification

Essential Skills & Experience

- Experience in project coordination, community development, or similar roles (paid or voluntary)
- Understanding of the experiences of refugees or migrants settling in Scotland
- Strong organisational and communication skills
- Ability to work independently and collaboratively in community settings
- Basic IT and administrative skills (email, documents, simple data tracking)

Desirable

- Experience working with women's groups or refugee communities
- Knowledge of culturally sensitive or trauma-informed approaches
- Experience supporting or coordinating group activities
- Farsi, Dari, or Pashto language skills

Personal Qualities

- Compassionate, patient, non-judgemental and culturally sensitive, with strong commitment to women's empowerment.
- Proactive, adaptable and able to work independently.

Safeguarding & Compliance

- Commitment to safeguarding children and vulnerable adults.
- Adherence to safeguarding, equality, confidentiality and data protection policies.
- Ensure all activities are delivered safely and ethically.
- Commitment to professional boundaries and ethical practices
- PVG scheme membership may be required depending on final delivery arrangements

How to apply:

If you are interested in this role, please share your CV to info@awas.org.uk by 22 May 2026