

Coffee Morning Coordinator



Location:

Broadmead Baptist Church, Chigwell Road, Woodford Green IG8 8PE

Overview of role

Wanstead and Woodford Migrant Support (WWMS) is a charity that assists migrants in our locality through the provision of advocacy, advice and support services. Clients access our services through a range of remote and in-person appointments. Many of our clients have experienced destitution, isolation or are vulnerable in another way.

Our coffee mornings provide a space for migrants to socialise, practice English in a social setting, relax, learn about other local services, and receive advice.

You will play an important role in organising and running these mornings, and creating a welcoming environment. It is an ideal role for someone with a friendly person with good organisational and communication skills who wants to meet new people and develop skills.

We are an equal opportunity organisation and strongly encourage applications from those with lived experience of migration, and from diverse applicants regardless of age, disability, gender reassignment, marital/civil partnership status, race, religion or belief, sex, sexual orientation, or pregnancy/maternity leave status.

Main Tasks and Responsibilities

The Coffee Morning Coordinator will assist with:

- Managing a small team of volunteers at the coffee mornings
- Promoting the coffee mornings locally
- Reminding our supporters that a coffee morning will be taking place
- Setting up the welcome space with chairs, tables and activities
- Welcoming attendees and putting them at ease
- Recording attendance on our case management system (Lamplight)
- Triaging arrivals and passing on to our casework team where necessary
- Ensuring the welcome space is health and safety compliant

Person Specification

Essential

- An interest in and commitment to supporting migrants
- Friendly and compassionate
- Good interpersonal skills
- Willingness to be flexible and adaptable
- A commitment to compliance with our Equity, Diversion and Inclusion policy



Desirable

- Lived experience of the issues our clients face
- Previous experience of working or volunteering in the voluntary sector
- Experience of promoting initiatives for the benefit of migrants
- A second language

Commitment

The Coffee Mornings are held on Saturday mornings up to once a month and you should be able to commit 4 hours from 10.00am- 2.00pm most months. You should also have 3-4 hours to commit to promotion and preparation work each month.

What you will receive

- Travel expenses
- An induction and training
- Regular supervision, and opportunity to debrief following each coffee morning
- A reference, if you volunteer for over 6 months
- First-hand experience of working with a marginalised group

Application process

If you are interested in this role, please complete an [application form](#) and email it to **contact@wwms.org.uk** or post it to Wanstead and Woodford Migrant Support, Broadmead Baptist Church, Chigwell Road, Woodford Green IG8 8PE.

Closing date: 9 October

Suitable candidates will be invited to an informal interview. Successful candidates will be asked to complete an enhanced DBS check.

If you have any questions on the above, please email: contact@wwms.org.uk.

Wanstead and Woodford Migrant Support
September 2025