

CANDIDATE INFORMATION PACK

Fundraising Lead

Closing Date: 9am (BST/UK time) on Monday 22nd June 2026

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1. Background Information on Detention Action

Detention Action is a small organisation with a big impact. Since 1993, we have worked to improve the welfare of people in detention centres and tirelessly campaign alongside our beneficiaries to reduce the use of immigration detention. We work on the frontline with people in immigration detention, as well as challenging injustice in asylum, detention and deportation systems in the UK.

We have 8 full-time staff who work together with around 40 volunteers. Our work is divided into two main areas: Casework and Campaigns.

Our Casework team provides emotional and practical support to people detained in immigration removal centres and prisons through in-person visitors and a casework service which is accessible through a free-phone helpline. We also provide holistic and accessible advice and support on-site at removal centres and prisons by holding regular advice workshops.

Our Campaigns team works to reform immigration detention policy and practice, drawing on evidence obtained from our frontline work. We continue to campaign for the introduction of a time-limit on immigration detention. Over the past year, we have been campaigning against the UK-France 'one in, one out' scheme. Previously, we campaigned for an end to the Detained Fast Track asylum process, successfully bringing a strategic legal challenge which led to the suspension of the process in 2015 and we continue to campaign against the re-introduction of fast-track processes. In 2020, we brought several prominent legal challenges, preventing the removal of those due to be deported on a charter flight to Jamaica. In 2022, we were lead claimants in the initial legal challenge to the Rwanda removals agreement.



We are an equal opportunities, disability confident and living wage employer. We want our staff team where possible to reflect those we support and the wider community that we are part of. We welcome and encourage applications from people from all backgrounds, including those from minority groups that are underrepresented in the workplace. We strongly encourage those with lived experience of the asylum, deportation and/or immigration detention systems to apply.

About the Role

Focusing on trust and major donor fundraising, our successful candidate will lead the smooth running of internal fundraising operations, as well as with developing our case for support. In collaboration with the Director, they will effectively steward existing donors and develop opportunities for new funding relationships, and will work with other staff to develop and implement a new fundraising strategy.

Detention Action's operating budget is £489,900 for the 2026-27 financial year. We are looking to maintain this budget by building on relationships with existing funders who have awarded us multi-year grants, as well as identifying new trust funders and major donors to secure further funding to enable us to meet the rising need for our work.

This is an exciting opportunity for a passionate individual who is looking to develop their fundraising skills, and to join us in defending the rights of people in detention at a critical time for our organisation and the wider immigration and human rights sector.



2. Overview of the Role

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| Job title: | Fundraising Lead |
| Managed by: | Director |
| Length of contract: | 12 month fixed-term contract with a strong possibility of extension. You must have the right to work in the UK for at least the contract length. |
| Hours: | <p>This post is offered on a full-time basis (35 hours per week Monday to Friday). However, we will also consider candidates who want to work part-time.</p> <p>There may be occasional evening work and (rarely) weekend commitments.</p> |
| Salary: | £35,700 per annum (pro rata if part-time) |
| Place of work: | <p>We currently operate a hybrid-working model and expect staff to come into our office in East London (E2) at least one day each week.</p> <p>You must be based in the UK and able to travel to the office at your own expense.</p> |
| Benefits: | <p>5.5% employer pension contributions;</p> <p>25 days of leave per year (pro rata), plus public holidays;</p> <p>Full organisational induction and support;</p> <p>Generous working arrangement policies to promote staff well-being, including parental leave, flexible working and public engagement considerations.</p> |
| Learning and development: | All staff benefit from opportunities for professional development through training. We also offer clinical supervision to all staff. |



3. Job Description

Key responsibilities will include:

- Leading on the stewardship of existing major funders , including preparing tailored reporting, bespoke communication plans and monitoring adherence with grant agreements, to encourage long-term commitment;
- Developing and implementing innovations to increase public donations to the charity;
- Leading on the preparation and implementation of an annual fundraising strategy including developing new income streams;
- Managing effective stewardship of newly-developed grant-making relationships;
- Developing and maintaining our case for support in partnership with operational colleagues;
- Expanding our funding through identifying prospective individual major donors and building grant-making relationships;
- Organising appropriate presentations and/or meetings with funders, together with other staff;
- Collaborating with the campaigns team in the delivery of online fundraising campaigns;
- Tracking, recording and reporting internally on income, fundraising activity and progress towards targets;
- Working with the Director and Operations Manager to set fundraising targets annually and periodically review funding in line with operational budgets;
- Working with the Campaigns team to maintain accurate donor information on internal databases in line with national regulations;
- Helping organise and maintain fundraising drive to ensure transparency and accuracy for internal purposes and thorough records for eventual accounts;
- Participating in Detention Action’s frontline and campaigning activities when appropriate to build and maintain knowledge of the charity’s work.

The job description sets out the duties that exist at the moment. Duties may vary from time to time without changing the general character of the role or the level of responsibility.



4. Person Specification

Essential criteria:

1. Demonstrable experience in a fundraising role, either paid or voluntary, ideally within a small charity;
2. Excellent communications skills, with ability to write engaging materials for a range of audiences;
3. Good interpersonal skills, with the ability to build effective working relationships with diverse stakeholders;
4. Highly organised and able to manage workload and prioritise tasks to meet deadlines;
5. Able to work collaboratively and effectively as a member of a team;
6. Self-motivated, with the ability to take initiative and work independently;
7. Good IT skills, with experience of Office applications (Word, Excel);
8. Willingness to learn and develop new skills relevant to the role;
9. Ability to conduct all duties in a manner that is non-judgmental and respects differences;
10. Commitment to Detention Action's vision, purpose and values, and to act in a manner consistent with these.

Desirable criteria:

11. Understanding of funder research and stewardship;
12. Experience in grant-writing, reporting and managing income from trusts;
13. Experience of contributing to fundraising strategies;
14. Understanding of the issues and challenges faced by people facing detention and removal from the UK;
15. An interest in human rights and current affairs.



5. How to Apply

To apply for this role, please submit your **CV** (no longer than three pages) and a **Cover Letter** through the CharityJob portal by 9am (UK time) on **Monday 22nd June**.

We will not consider incomplete applications. **Please read the following instructions carefully before applying.**

Your Cover Letter should list all of the essential criteria and demonstrate how you meet each of these, as well as, where relevant, how you meet any of the desirable criteria.

We recognise that skills and knowledge are gained outside of formal work experience, so please use any voluntary, school, university or life experience to tell us about yourself. Please also include any other information about your skills, knowledge, experience or values outside of our specified criteria which you think demonstrates your ability to carry out the role.

We operate an anonymous shortlisting process. Prior to shortlisting, your name and personal details will be redacted by CharityJob (you do not need to redact them yourself) and the shortlisting panel will not have access to these details.

We do not require the names of referees at the shortlisting stage but will ask for the names and contact details of at least two recent professional (workplace or academic) referees prior to making any offer of employment.

We recognise that it may sometimes be difficult for refugees to safely provide references and we are therefore happy to discuss individual circumstances with candidates in this position, which may include providing one professional and one character reference.



6. Recruitment Process and Timeline

The recruitment process and timeline for this role will be:

- Monday 22nd June 2026 – applications close at 9am (BST/UK time)
- By Wednesday 24th June 2026 – shortlisted candidates invited to interview
- Wednesday 1st July 2026 – first interviews take place
 - Candidates will be asked to complete a task prior to the interview, details of which will be provided to each candidate when they are invited to an interview.
- Week commencing 6th July 2026 – potential second interviews take place
- By 10th July 2026 – offer made to successful candidate
- 10th August 2026 – proposed start date (can be earlier or later, depending on notice requirements)

We will endeavour to follow the above process and timetable but changes in circumstances may mean we are not able to do so. We will advise applicants of any changes to the timetable and process.

Interviews will take place online, via Zoom, and will be with a small panel drawn from our staff, volunteers and trustees. We will provide further information about panellists ahead of interviews taking place.

Help completing your application

We will meet any reasonable adjustments to allow you to participate in this recruitment so please inform us of any requirements as soon as possible by emailing recruitment@detentionaction.org.uk or calling 020 7062 4211 (option 2).

We are proud to be a member of the [Experts by Experience Employment Network](#), which aims to create a charitable sector that is led by people with lived experience of the asylum and immigration system. As part of this network, we challenge the one-size-fits-all approach in our employment practices, and respect personal circumstances and needs of people with lived experience. Please feel free to use information and resources [here](#) which may help in preparing your job application.

Please note that, in the interests of fairness to all candidates, we are not able to discuss your suitability for the role or to provide any tips on applying.

