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Websites: [www.gdwg.org.uk](http://www.gdwg.org.uk) | [www.refugeetales.org](http://www.refugeetales.org) | [www.28for28.org](http://www.28for28.org)

## Gatwick Detainees Welfare Group

### Part-time Fundraiser Job Description and Person Specification

#### About the Gatwick Detainees Welfare Group

GDWG is a charity committed to improving the welfare and wellbeing of people who have experienced immigration detention, through offering friendship and support and advocating for fair treatment. We primarily work with people detained at Tinsley House and Brook House Immigration Removal Centres (IRCs) at Gatwick Airport. We have around 70 volunteer visitors who befriend and make weekly visits to people in detention. Refugee Tales is the advocacy project of GDWG, which calls for a future without detention, and works with people who have experienced detention to call for change. Refugee Tales produces biennial anthologies sharing the stories of people who have been detained in the UK and uses these tales to speak to people of influence and advocate for change. Refugee Tales holds a 5-day walk every summer, as well as monthly day walks throughout the year to raise awareness of immigration detention in the UK and build community for those who have experienced detention.

This role works across both GDWG and Refugee Tales. We are looking for either an experienced fundraiser or someone who is at entry level who is keen to learn on the job.

#### Fundraiser Contract:

- To support GDWG, and in particular the fundraising committee, in its fundraising and monitoring for funders.
- This role would be part-time: 2.5 days per week.
- Salary: £23,000 - £35,000 pro rata, negotiable depending on experience.
- The position reports to the Director.

#### The role includes the following activities and responsibilities:

- Researching potential funders and their values, goals, eligibility criteria and suitability as targets for GDWG, whether trusts and foundations, corporates, major donors, private individuals or other potential sources of funding
- Researching relevant facts, statistics and other data pertinent to funding approaches and applications
- Collating, analysing and recording relevant information from public sources, reports and other material for potential use in funding applications and monitoring reports
- Collating, analysing and recording GDWG data, feedback, case studies and quotations from people in and with experience of detention, feedback and quotations from volunteers, case studies and

**Patrons: Lord Dholakia OBE, Baroness Helena Kennedy QC**

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other material for potential use in funding applications and monitoring reports

- Reviewing all or parts of approach letters, funding applications and monitoring reports
- Drafting all or parts of approach letters, funding applications and monitoring reports
- Supporting members of the fundraising committee in their fundraising research, applications, report writing and other relevant activities as required
- Creating and maintaining files of previous and current applications and monitoring reports, databases, target lists, lists of donors, templates, and other systems to ensure proper records and efficiency
- Participating in and contributing to fundraising committee meetings
- Building a community of Friends of the charity and updating them
- Organising or supporting the organisation of fundraising events and other initiatives
- Initiating and proposing ideas to support and further GDWG's fundraising
- Being an advocate for GDWG both generally and in its fundraising efforts

### Skills and experience required:

- Ability in research, data collation, analysis - including ability to digest and report succinctly from relevant websites and other sources, to understand a potential funder's values and goals, and to assess its suitability for GDWG
- Demonstrable writing skills - ability to write clear, coherent, well-argued, evidence-based and (where appropriate) persuasive and passionate content that delivers our own aims and meets the criteria and other needs of the recipient; assuming an appropriate level of knowledge on the part of the recipient; respecting the reader; being sensitive to a style and tone suitable for the organisation or individual; keeping to wordcount limits
- Ability and willingness to learn and develop in the role and to add real value
- Initiative, creativity and resourcefulness
- Reliability
- Attention to detail
- Teamwork and self-reliance: ability to work well with others and also as self-starter
- Effective time management and ability to juggle and prioritise competing demands on their time
- Working to deadlines - looking for the way a deadline is approached and met
- Understanding of issues - emotionally as well as statistically
- High level of education and intellectual rigour
- Empathy with GDWG's values and mission and with the issues facing refugees, asylum seekers and those in or with experience of detention
- Ideally experience of writing grant applications
- Ideally experience of writing funding reports

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## **Gatwick Detainees Welfare Group**

- Ideally, experience of work/volunteering in the voluntary sector
- Ideally, experience of work with refugees/migrants/criminal justice/human rights

### **Equal Opportunities**

GDWG is an equal opportunities employer committed to promoting an environment that is inclusive and free from all forms of unlawful or unfair discrimination and values the diversity of its people. We actively welcome applications from people of all backgrounds including those with lived experience of detention and take every possible step to ensure that no individual will be disadvantaged. We will make appropriate adjustments for disabled and neurodivergent interviewees. We are committed to the employment and career development of disabled people and guarantee an interview to anyone with a disability whose application demonstrates the essential requirements of the role.

### **Safeguarding**

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The successful applicant will be subject to an enhanced check by the Disclosure & Barring Service check and 2 years referencing.

### **Application and closing date**

Please send completed applications to [lara@gdwg.org.uk](mailto:lara@gdwg.org.uk) by 9th September 2024.

If you have any questions regarding the role please call Anna on 07804903157.

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