

**Address:**

GDWG, The Orchard
1-2 Gleneagles Court, Brighton Road
Crawley, West Sussex, RH10 6AD
Telephone: 01293 657070
Fax: 01293 544916

Websites: www.gdwg.org.uk | www.refugeetales.org | www.28for28.org

Gatwick Detainees Welfare Group

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 and is a unique opportunity to gain wide-ranging experience in a committed team.

Post-detention and Fundraising Manager Contract:

Full time (37.5 hours) One-year fixed contract, subject to renewal.

Workplace: Hybrid working, with some weekend and evening work

Salary: £26,000

This role reports to, and is line-managed by, the Director.

Purpose of the Job:

To provide a high standard of service to people who have experienced detention when they are released, both individually and through the Refugee Tales walking project and Self-Advocacy group. To support the development and sustainability of GDWG through fundraising activities.

Main Areas of Responsibility:

This is a hugely varied and exciting role that is perfect for someone who enjoys working in a fast-paced environment and balancing multiple on-going projects. Two days are never the same – this role includes writing tasks, client-facing support, and the opportunity to travel to events in the UK for walks and our ongoing Walking Inquiry project.

Patrons: Lord Dholakia OBE, Baroness Helena Kennedy QC

Registered Charity No. 1124328 Company Limited by Guarantee in England and Wales No. 4911257



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Fundraising:

- Writing clear and persuasive applications and reports (primarily to Trusts and Foundations)
- Developing relationships with funders and donors, through regular news updates
- Prospect research for potential funders (Trusts, Foundations, corporates, private donors)
- Monitoring and evaluation: carrying out qualitative surveys and focus groups
- Using a CRM database to collate statistics and data for fundraising applications
- Managing the fundraising calendar of upcoming deadlines, applications and reports
- Maintaining clear and accessible digital filing of fundraising documents
- Supporting the fundraising committee, minuting meetings, proof-reading and collaborating
- Event organising: holding and supporting fundraisers (such as auctions or raffles)
- Working with casework team to record ad-hoc feedback
- Developing monitoring to ensure good-quality feedback for fundraising
- Working with trustee board and bookkeeper to ensure accurate and clear financial records.

Post-Detention Casework:

- Work closely with the casework team to ensure people are well-supported on release from detention – researching and signposting to local support
- Making referrals to trustee partner organisations (e.g. accommodation, foodbanks)
- Support visitors who continue their visits/support once someone is released from detention
- Distributing monthly supermarket vouchers to people released to destitution
- Supporting individuals sharing their stories with Refugee Tales
- Regular phone-call check-ins with people released from detention to ensure well being

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Walk With Us:

- Developing a community of walkers of people who were formerly detained
- Gaining feedback on walks from walkers who were formerly detained
- Working closely with walk leaders/volunteers to ensure risk assessments are complete and the walk route for monthly walks is carefully planned
- Advertising monthly walks through Eventbrite, and sending out mail updates via Mailchimp
- Arranging logistics of walks for people who have experienced detention: booking train tickets, and writing clear directions, especially for people with little English language
- Supporting Operations Manager in development of Refugee Tales 5-day walk, for example ensuring there is adequate Mental-Health First Aid and safeguarding support.

Advocacy Work:

- Supporting the development of the Self-Advocacy Group (people who have experienced detention and are now calling for change)
- Liaising with MPs, parliamentarians and other people of influence to arrange 1-2-1 meetings for people with lived experience of detention to share their ideas for change
- Co-developing an annual training programme for self-advocates (e.g. facilitation training, public speaking) and well-being activities (e.g. art workshops, boxing sessions)
- Holding regular Zoom meetings for the group to coordinate their advocacy work
- Supporting the group to write briefing papers and develop advocacy materials
- Enabling continuous development of the Walking Inquiry project which considers the issues of immigration detention and centres the voices of people with lived experience. This project is currently touring a pop-up exhibition around the UK.

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- Utilising opportunities for advocacy work and development, for example attending political party conferences and similar events to reach new audiences in change-making work.
- Creative thinking and generating new ideas for advocacy/fundraising, particularly in lead up to 2025 (GDWG's 30th birthday, and Refugee Tales 10th birthday).

General:

- Supporting other team members with tasks when the team are short-staffed (e.g. detention casework). This includes responsibility for managing the office phonenumber once a week
- Admin tasks including purchasing phone credit to be distributed to people in detention, booking emergency accommodation when someone is released to homelessness, and booking transport for family members to visit people in detention
- Writing articles for GDWG's quarterly newsletter and supporting people who have experienced detention to write articles
- Event management, arranging logistics of events and ensuring they run smoothly, for example a potential parliamentary event in summer 2024
- Representing GDWG in external meetings and building partnerships
- Supporting safeguarding procedures and general team wellbeing.

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 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.

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