

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

## Gatwick Detainees Welfare Group

### Person Specification

#### It is essential for candidates to:

Demonstrate empathy with GDWG's values and mission and with the issues facing those who are, or have been, detained.

Have positive, sensitive and calm client-facing skills with a 'can do' attitude.

Respect confidentiality.

Communicate effectively with a wide range of agencies, stakeholders, volunteers, clients, sector colleagues, legal professionals, trustees and funders.

Be reliable.

Demonstrate attention to detail, numeracy and meticulous record keeping.

Have excellent writing skills including the ability to write well-argued and evidence-based funding applications.

Be a confident user of Microsoft software including Word and Excel.

Be flexible and enjoy working in a fast-paced environment.

Have research ability including the skill to assess the suitability of potential funders for GDWG.

Have a willingness to learn and develop in the role.

Demonstrate team working and a willingness to support other staff in a small busy team.

Demonstrate effective time management and an ability to prioritise competing demands.

Work to deadlines for event project management, funding applications and funder reports.

Have the ability to show initiative, to problem-solve and to work as a self-starter.

Have a willingness to undertake evening and weekend working for events and walks as necessary.

**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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## Gatwick Detainees Welfare Group

**It is desirable for candidates to have:**

Experience of working with people who have experienced trauma.

Experience in the application of safeguarding policies.

Experience of fundraising and in particular in working on Trust and Foundation applications.

Experience in the use of CRM databases.

Experience of writing to a wordcount.

Experience of data collection and statistical reporting.

Experience of monitoring and reporting on budget expenditure.

Policy knowledge in immigration/detention fields.

Experience of working or volunteering in the voluntary sector.

Experience of working with people seeking asylum, migrants, people in the criminal justice system or in the field of human rights.

An enjoyment of walking!

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