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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

## **GATWICK DETAINEES WELFARE GROUP JOB DESCRIPTION: DETENTION ADVOCACY CO-ORDINATOR**

GDWG is a charity committed to improving the welfare and wellbeing of people held in detention by offering friendship and support and advocating for fair treatment, particularly those held at Tinsley House and Brook House Immigration Removal Centres at Gatwick Airport. We have around 70 volunteer visitors who befriend and make weekly visits to people in detention allocated to them. We put great emphasis on training and supporting our volunteer visitors, who meet regularly in four local groups, co-ordinated by volunteers, for mutual support. GDWG is linked to organisations which visit other detention centres through AVID (the Association of Visitors to Immigration Detainees).

### **Post**

Detention Advocacy Coordinator

Full time

There will be some evening and possibly weekend work

### **Responsible to**

The Detention Advocacy Coordinator is responsible to, and line-managed by, the Director.

### **Purpose of the Job**

To work closely with other members of the staff team to provide a high standard of service to people in detention, ensuring our services are accessible to all and doing everything we can to meet emotional and practical needs.

### **Main Areas of Responsibility**

Working closely with the Director, Senior Detention Advocacy Coordinator and other staff to:

- Take new referrals. Responding to initial needs of those in detention and prioritising urgent cases.

This work typically includes:

- Organising and holding weekly welfare surgeries at Brook House IRC (and Tinsley House IRC when it is open).
- Explaining the role of GDWG to people in detention contacting us for the first time and developing trust.
- Referring people in detention to other specialist organisations (e.g. Bail for Immigration Detainees, Medical Justice, etc)
- Liaising with solicitors and other professionals. Making referrals to solicitors for people in detention who do not have representation where appropriate.
- Providing telephone support to people in detention who need ongoing emotional and practical support and visiting when appropriate. This includes distribution of items such as clothing and telephone cards.
- Managing the administrative systems for detainee records, ensuring that all relevant data is collected on clients and service provision.

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

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- Assisting with the recruitment and management of volunteers, This work may involve: interviewing volunteers, inducting new volunteers and accompanying them on their first visit to the centres, allocating a person in detention to a volunteer visitor, providing support, supervision and information to existing visitors, attending volunteer support group meetings.
- Leading GDWG schools work including developing online resources for lessons and carrying out face to face talks and lessons when Covid-19 restrictions ease as required. Developing a team of GDWG visitors to support this work.
- To support the Senior Advocacy Co-ordinator establishing and running an annual programme of training for GDWG visitors.
- To support the Senior Advocacy Co-ordinator maintaining and developing our profile through our website and other print and social media.
- Undertaking such duties and responsibilities appropriate to this post, not specifically mentioned in this job description, as allocated by the Director.
- Report any allegation or suspicions of abuse or neglect of a vulnerable adult or child to your manager, in line with the provisions of our safeguarding policies.

### **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.