

Refuweegee

(ref-u-wee-gee)

noun - A person who upon arrival in Glasgow is embraced by the people of the city, a person considered to be local.

see also Glaswegian -

We're all fae somewhere

Job Description:	Fundraising Coordinator: Communities & Corporate
Reporting to:	Fundraising & Finance Manager
Salary:	£31,500 5% contribution to pension scheme
Place of work:	Refuweegee HQ, currently at 24 George Square, Glasgow
Hours of work:	Full time (35 hours a week), 9am – 5pm, with sporadic evening and weekend work.
Contract:	Permanent after six-month probation
Annual Leave:	30 days annual leave plus nine public holidays Refuweegee closes for two weeks over Christmas and New Year. This enforced break is additional to annual leave entitlement.
Notice period:	One month

Refuweegee Fundraising Coordinator

Job Remit: To join Refuweegee's Fundraising Manager to unlock the full potential of support from community and commercial sources.

You will be building relationships to raise unrestricted funds to further strengthen Refuweegee and increase our sustainability. You will be confident and comfortable cultivating relationships with existing and new contacts.

You will have a keen eye for what motivates people and what elements of Refuweegee's wide range of work is best presented to each contact.

You will be super organised with excellent communication skills, happy to respond quickly and work to multiple deadlines. You will be resolutely focused on fundraising, in a busy environment which can pull attention.

You will be uploading the ethos and brand of Refuweegee and therefore will need to be aligned to our values.

Operations: Refuweegee is open to visitors 42 weeks per annum: every five weeks our offices close for staff training, development and teamwork.

Refuweegee

Refuweegee is a registered charity warmly welcoming forcibly displaced people making their new home in Glasgow, and broader Scotland.

Refuweegee is a community-led charity warmly welcoming displaced people who are making their new home in Glasgow. We began in 2015 and continue today supporting approx 1,000 visitors to our space every week.

Refuweegee meets the immediate and long-term needs of refugees and asylum seekers, treating everyone with kindness and dignity.

We support people immediately, and over the many years it can take for a person to feel truly settled. We are tenacious: we're here and will help and we don't give up.

We support asylum seekers, refugees and anyone in need of help. This intentional act helps build bridges between new and established communities. We work with other charities and statutory providers to support some of the city's most destitute people: we have 39 referral partners across the city.

In 2025, our tenth anniversary year, we supported 5,878 people.

Refuweegee's core is the aim to treat everyone with kindness and dignity.

Fundraising at Refuweegee

Refuweegee has one fundraising staff member, the Fundraising & Finance Manager, to whom the Fundraising Coordinator will report. The Fundraising Coordinator is a new role.

In December 2025 Refuweegee celebrated its tenth anniversary. What began as a voluntary project has evolved into a charity now employing 16 people. The role of Refuweegee in Glasgow and within the charitable sector has grown over ten years and continues to do so in order to meet the increased demand for support.

Effective fundraising has enabled this growth to be maintained. Support for Refuweegee has more than trebled in five years (from 2020/21 to 2025/26) and increased 14-fold in our ten-year history.

Year	Financial Year	Income
10	2025/26	£745,516
9	2024/25	£659,583
8	2023/24	£612,242
7	2022/23*	£343,784
6	2021/22	£375,777
5	2020/21	£244,522
4	2019/20	£233,782
3	2018/19	£60,823
2	2017/18	£56,435
1	2016/17	£51,799

* 2022/23 accounts represent a seven-month period as Refuweegee altered reporting financial year

Support for Refuweegee comes from individuals, grants, community groups, businesses, earned income and Gift Aid. In 2026/27 Refuweegee began funding agreements with Glasgow City Council and the Scottish Government.

Key Responsibilities

GENERAL

- Raise unrestricted funds from three funding strands:
 1. Businesses
 2. Community groups
 3. Challengers using fundraising platforms such as JustGiving and Enthuse
- Increase fundraising from these three funding strands each year through all manners of fundraising activity including events.
- Monitor and manage the pipeline of prospects for each funding strand.
- Work with the Chief Executive to create and execute regular fundraising campaign activity.
- Support the Fundraising & Finance Manager in any area as requested.
- Monitor and rigorously assess time-cost ratios to focus efforts on the fundraising activities with the most financial potential or strategic gain.

Research

- Work with all colleagues to understand Refuweegee's needs in order to direct tailored communication towards each funding strand.
- Monitor and report activity within the three funding strands, spotting trends and adapting methods as required.
- Research the work of other charities in these strands and scan the landscape for trends and developments.
- Research fundraisers from each strand to target and make pro-active approaches in line with fundraising strategy and ethics.

Brand & Values

- Conduct fundraising ethically and rigorously to uphold Refuweegee's values in all activity.
- Ensure timely communications with all supporters with copy that reflects Refuweegee's brand.
- Represent Refuweegee at fundraising events across Glasgow and beyond, nurturing relationships with fundraisers from each strand.

Communications

- Prepare yearly communication plans for all existing and incoming supporters.
- Monitor individual and community challengers, maintain excellent communication and ensure expectations are set and needs are met.
- Record all incoming approaches on CRM and ensure each contact is correct and authentic.
- Maintain membership accounts and maximise assets of fundraising platforms including JustGiving, GoFundMe, Enthuse and Stripe.
- Maintain accurate record keeping in line with GDPR best practice.
- Ensure consistent stock levels of promotional materials and merchandise required by fundraisers and at internal and external events.
- Prepare quarterly reports for the Senior Leadership Team and Board.

Person Specification

Professional Skills		Essential	Desirable
1	Demonstratable fundraising experience, with corporates and/or in community fundraising	✓	
2	Strong interpersonal skills with the ability to establish and steward excellent relationships with a wide range of people	✓	
3	Experience initiating and/or supporting fundraising events, from idea stage to delivery	✓	
4	Results orientated with experience of working to targets	✓	
5	Excellent written and verbal communication skills, including public speaking	✓	
6	Ability to identify and generate compelling fundraising content	✓	
7	Excellent record keeping skills as well as CRM experience (Beacon or Donorfy)	✓	
8	Comfortable learning new technologies and fundraising platforms	✓	
9	Enthusiastic interest in all matters concerning displaced people	✓	
10	Experience running online shop and fulfilling orders via multiple platforms		✓
11	Fundraising experience with individuals and trusts & foundations		✓
12	Experience with grant funding applications and reporting		✓
Personal Attributes			
13	Fundamental belief in Refuweege's objectives	✓	
14	High degree of personal accountability	✓	
15	Flexible approach to a changing working environment	✓	
16	Imaginative and creative approach as well as being open to new ideas	✓	
17	Proactive working nature, with the ability to work alone as well as within a member of a small team	✓	
18	Ability to manage multiple tasks and deadlines with excellent time management skills	✓	
19	Ability to contribute to organisational strategy and culture positively.	✓	
20	Driving licence		✓

If there is a significant number of applications, selection will be weighted towards the essential professional skills.

Completed applications should be no more than three pages and consist of a CV and covering letter. Please include the name and contact details of two professional referees. References will only be sought for preferred candidates after second interview, and with the applicant's full knowledge.

Please submit applications to recruitment@refuweegeee.co.uk