

gateways

because there's more
than one way to be educated



Recruitment pack Fundraising Events Manager



...a place of healing where every student is respected, recognised and accepted, so they have an equal opportunity to become who they deserve to be.

About Gateways

Gateways is an alternative education provider that exists to support the countless young people today, between the ages of 14-25, who are or have struggled to remain in mainstream education due to social, emotional, mental health challenges.

We believe that every young person should have the same opportunity to progress and thrive, regardless of the challenges they face. Gateways delivers a broad curriculum, academic and vocational, that caters for the interests, abilities and specific needs of each young person that attends. We aim to prepare them for a life beyond education.

1.7m

young people persistently missed school in 2024... an alarming

800,000

increase since pre-pandemic



What has been achieved over the last year

The Gateways programme launched in 2014 and is the only provider of its kind in the UK Jewish community, enhancing the lives of over 700 vulnerable, young people to date.

125 admission enquiries

were received last year from distressed parents, carers and refereeing organisations.



23 partnerships with referring organisations, schools, local authorities and other charities too.



76 students

all of whom had previously been persistently absent from school, have attended weekly lessons in our new purpose built home in Hendon.



636 therapy hours were delivered in, including art therapy, set in purposefully designed rooms



12 subjects

on offer, including Maths, English, Science, Life Skills, Hair and Beauty, Cooking, Gym Instruction, Art and IT.



91% average attendance rate compared to a prior mainstream schools average of 34%

15 students graduated from Gateways in July 2024, starting careers, apprenticeships and moving onto further education.

100% pass-rate seen in August 2024 for all vocational qualifications taken

91% pass-rate seen in August 2024 for GCSEs and Functional Skill Certificates



A message from Laurence Field

Founder & CEO

When I founded Gateways in 2014, I never anticipated the profound impact it would have on so many lives. Over the years, I have been continually inspired by the resilience and determination of our students as they overcome challenges to receive the education they truly deserve.

It is this powerful impact that drives me to expand Gateways further. I am more committed than ever to ensuring that we can reach and support anyone in need, helping them lead fulfilling and productive lives. With the increasing demand for our services, we are keen to continue to grow and develop our service to help even more young people.

For Gateways to continue to thrive and flourish, we need the support of a dedicated and passionate team. That's why we are seeking someone special for the role of Senior Administrator/Receptionist. Your contribution will be pivotal in shaping the future of Gateways.

Thank you for considering making an application for the role of Fundraising Events Manager.

Laurence

Laurence

CEO, Gateways



Fundraising Events Manager Job description

JOB TITLE:	Fundraising Events Manager
SALARY:	£48,000 - £50,000 FTE (depending on experience; pro rata to part-time hours)
DAYS / HOURS:	0.6 FTE 22.5 hours a week, to be worked flexibility
CONTRACT TYPE:	Permanent
LOCATION:	Based in NW4, with some remote working & flexibility for eve & w/e events
REPORTING TO:	CEO

About the role

As Gateways enters an exciting new chapter of growth and development, we are building a new Fundraising Team to support our expanding work.

Following the success of our first-ever fundraising dinner held in March 2025, we are now looking to appoint a Fundraising Events Manager – a brand-new role within the organisation. This position builds on the momentum of the past 18 months of events and campaigns, as we look to deepen supporter engagement and grow our fundraising impact.

We are seeking a passionate, proactive individual with the energy and creativity to develop, plan, deliver, and manage fundraising events and campaigns that inspire and engage our community, and raise vital funds for Gateways.

This is a broad-ranging, hands-on role, requiring strong organisational skills, vision, and the ability to juggle multiple projects at once.

The ideal candidate will be a team player who thrives in a dynamic environment and is comfortable taking the lead on delivering exceptional events.

In addition to leading on events, the Fundraising Events Manager will:

- Collaborate with the CEO and Trustees to develop and drive a refreshed fundraising strategy
- Bring fresh, creative thinking to enhance Gateways' fundraising visibility, reach, and impact

Please note that some evening and weekend work will be required to support events.

KEY RESPONSIBILITIES

Event planning & delivery

- Lead on the end-to-end planning, budgeting, and delivery of fundraising events held at Gateways and external venues if needed
- Develop a rolling calendar of events to engage supporters, raise funds and profile, and support the wider fundraising strategy
- Manage all event logistics, including booking and liaising with suppliers (e.g., catering, AV, décor, entertainment), venue set-up, and risk assessments
- Produce and manage detailed event budgets, ensuring financial targets are met, and income and costs are accurately recorded
- Develop and deliver guest invitation processes including creating guest lists, managing RSVPs, liaising with donors, and overseeing event communications
- Recruit and manage event volunteers where appropriate
- Work closely with the Marketing & Communications team to design and implement marketing campaigns for events, including event promotion, PR activity, and materials production, website content, newsletters, and social media posts to promote fundraising activities
- Act as a spokesperson for Gateways events, including presentations as required
- Ensure all communications reflect Gateways' branding and key messages

Fundraising & donor stewardship

- Manage and update donor information on the fundraising database (Beacon), ensuring GDPR compliance at all times
- Help establish Gateways' first-ever Fundraising Committee, made up of passionate supporters committed to championing our cause
- Support and act as the main point of contact for all volunteers involved in delivering fundraising events and campaigns
- Assist in stewarding major donors by coordinating tailored communications, thank-you messages, and personalised updates

Ensure that all fundraising activities comply with fundraising regulations, charity law, and best practice guidelines

Corporate relationships

- Develop and maintain relationships with local businesses to secure sponsorships and in-kind donations for events
- Proactively seek new partnerships to support Gateways' events and broader fundraising goals

PERSON SPECIFICATION

Knowledge & experience

Essential:

- Proven experience of successfully planning and delivering fundraising or public events
- Experience of managing budgets, meeting income targets, and evaluating outcomes
- Familiarity with fundraising best practices and principles

Desirable:

- Experience of working within the charity sector
- Experience of engaging corporate supporters and securing sponsorships
- Knowledge of Jewish communal life and networks (helpful but not essential)

Skills & attributes

- Exceptional organisational and project management skills
- Strong written and verbal communication skills, with an eye for detail
- Ability to work flexibly, manage competing priorities, and meet deadlines under pressure
- Excellent interpersonal skills and confidence working with a wide range of people, from donors to suppliers
- IT literate with good knowledge of Microsoft Office; CRM/database experience desirable
- Self-starter who is enthusiastic, creative, and proactive in their approach
- A strong team player who is willing to "roll up sleeves" and work collaboratively across teams
- Commitment to Gateways' mission and values.

How to apply

If you're interested in joining **Gateways** as our Fundraising and Events Manager, you can apply by sending the following to: laurence@gateways.org.uk

- A [**download and completed Gateways Application Form**](#)
- Your CV
- A covering letter (no more than two pages) outlining your relevant experience and why you are excited to join the Gateways team
- Should you wish, a [**downloaded and completed Equalities Monitoring Form**](#) (EQF)

Deadline for applications: Friday 5th September 2025.

All Candidates invited to interview will be required to bring the following documentation:

- An original identification document (e.g. passport or driving license)
- If applicable, proof of eligibility to work/reside in the UK

Gateways is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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CEO & Founder: Laurence Field **Head Teacher:** Sasha Sharpe

Trustees: Ruth Green (Chair), Julia Alberga, Nicki Cohen, Dr. Andrew Hope, Mark Hurst, Sam Sanders, Aviva Steinberg

Honorary President: Prof. David S Latchman CBE

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