

Activities and Events Intern

Overall Purpose

- To play an active role in organising all activities and events within Baca across teams.
- To be a positive role model to the young people.

General

- Play an active and supportive role within the organisation
- Take ownership of files allocated, ensuring they are up to date and stored correctly
- Maintain strict confidentiality in relation to work undertaken and ensure all confidential material is stored according to Baca's Confidentiality statement and Data Protection Policy
- Embrace the Vision and Values of Baca and reflect this in working practice
- Treat all staff and young people fairly and without prejudice, in line with Baca's Equality and Diversity policy
- Be aware of the correct procedures for dealing with any suggested incidences of safeguarding concerns and to follow them, in line with Baca's Child, Vulnerable Adult Protection & Safeguarding Policy
- Adhere to all Baca's policies and procedures

Responsibilities

With the support and guidance of multiple teams within Baca, research, plan, organise and attend:

- Day trips for the young people during half term and term breaks.
- Day trips for the young people within the Summer programme.
- Outings for the young people to attend suitable community events throughout the year.
- Community events to promote fundraising and awareness Baca's annual celebration event.
- Staff team Christmas lunch.

Other

- Support the management the allocated events and activities budget.
- Play an active role in organising the summer programme with other team leaders.
- Play an active role in organising the annual 'residential' week away for the young people.
- Encourage and assist young people to engage with their local community.
- Support young people to settle into a routine which will include education and social activities.
- Maintain excellent communication with team members through regular reporting.

There is an option to live in the same house as some of our young people. Additional responsibilities include:

- Build positive relationships with the young people; especially those living in the same house.
- Be a positive role model and set a good example for young people living in the same house.
- Assist young people with house moves; to settle into the house when they move in, but also as they move out to independent housing.
- Assist young people living in the same house with daily life skills and basic house maintenance matters such as weekly cleaning, correct use of bins and changing light bulbs.

Please contact us for further details about this option.

Qualifications/knowledge/experience

- Experience in working with young people and teenagers
- Experience in planning activities and events
- An understanding of cross cultural issues in working with asylum seekers
- Experience of prioritising workload to meet competing deadlines
- Experience in use of computers, including Microsoft Office and on-line email systems
- An understanding of how to use and generate engagement on a variety of social media platforms including: Facebook and Instagram

Skills/Abilities

- Ability to act as a strong role model and authoritative figure to the young people and build their trust and respect
- Ability and willingness to make a home that is welcoming and feels safe for young people
- Ability to engage and work with young people in a professional and sensitive manner
- Ability to provide appropriate activities for young people
- Well organised and able to adapt to fluctuating workloads throughout the year
- Ability to remain calm and controlled in all situations with young people
- Good interpersonal skills and able to interact well with staff and visitors to the office and other properties
- Ability to use own initiative under supervision within accountability structures
- Ability to be able to receive feedback well and implement changes effectively

Person Specification

Baca is looking for someone who can join the team and provide support and care whilst also being a role model for young people.

The successful applicant has the option to live in one of our semi-independent houses and make it their home. The applicant will need to be able to work flexible hours, as some evening and weekend work will be required.

They will be motivated and passionate about the work that Baca does and the young people in our care. They will be very approachable and a strong team member. The successful applicant will have a personal style that is in line with Baca's vision.

They will be supportive, approachable, responsible, reliable and personable. They will be able to live out Baca's values Respect, Integrity, Passion, Service and Compassionate action in their day to day delivery of the role.

Work Details

Reports to: Volunteer and Intern Coordinator

Location: Work will be based in the Baca office in Loughborough. The role can include living in one of our semi-independent houses, which are all in Loughborough. The role will also occasionally require travel around Nottingham and Leicester.

Hours: 15 hours per week with some flexibility as to when these hours are outworked

Salary: This is a voluntary role although benefits can include free accommodation, utilities, council tax and Wi-Fi. Training courses are also included.

Contract: either 6 or 12 months Start date: January for the 6 month internship and July for 12 months (negotiable).

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FAQs

Will I receive any training?

Yes, we will provide you with role specific training, safeguarding & lone working training, and a full staff induction. You will also attend a first aid course and a further external course that applies to your role.

Do I have to be in the house all the time?

No. We recognise and encourage that you have another part-time role and/or be studying. We do ask, however, that you treat the house as your home. We ask that you get to know your housemates and spend some time with them during the week as well as living your social life and enjoying other social commitments that you may have.

Can I go away at weekends or on holiday?

Yes, and we would encourage you to get away from time to time. If you do intend to be away from the house either for a night or two or for a longer holiday, we ask that you let us know of your plans as soon as possible. This will enable us to assess whether we need to cover your absence with volunteers and therefore give us time to make arrangements if they are needed. We encourage around 28 nights away from the house per annum.

If you have any questions, please call Judi Cox (Volunteer and Intern Coordinator)

on 07939 849423

www.bacacharity.org.uk