

Research Volunteer - Fundraising Team

Overall Purpose

- To support the Grants Manager by researching trusts and foundations eligible for Baca to apply to for funding
- To support the Fundraising and Communications Team to seek new sources of partnership support by researching and recording information following a pro forma template.

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

- Research and record details of trusts and foundations that Baca may be eligible to apply to
- Use online databases to research and extract relevant information
- Search and compare organisations on the Charity Commission to cross reference funding information
- Present information to Grants Manager in an agreed format
- Research and record details of potential partnerships and recording information on a pro forma
- Prepare letters of introduction
- Maintain excellent communication with team members through regular reporting.

This volunteer opportunity can be completed at home or in the Baca office once a week.

Please contact us for further details about this opportunity.

Qualifications/knowledge/experience

- Experience in desk based/ internet research of public information
- Experience in using databases to extract information
- 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

Skills/Abilities

- Well organised and able to adapt to fluctuating workloads throughout the year
- 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 Fundraising and Communications team providing support through research and reporting.

The successful applicant can work from home or at our office, at Days/Times suitable to all parties needs.

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 of Respect, Integrity, Passion, Grace, Wisdom and Compassionate action in their day to day delivery of the role.

Work Details

Reports to: Grants Manager

Location: Work will be based in the Baca office in Loughborough.

Hours: Flexible, at least 2 hours a week.

Salary: This is a voluntary role.

Contract: Rolling contract based on development.

Start date: As soon as possible

FAQs

What do Baca do?

We support young people who have been forced to flee their home country, because of war, persecution, or trafficking. We provide the support they need which includes a safe home, education and therapeutic care.

The young people we serve have lost the only life they know and have overcome all the odds to reach safety. Their courage is inspiring but without support they are at extreme risk of harm and exploitation. We are committed to providing an inspiring environment that raises hope and strengthens resilience – enabling them to fulfil their potential and become thriving members of the community.

Will I receive any training?

Yes, we will provide you with role specific training, safeguarding & data protection. There will also be an induction to Baca.

What kind of time commitment do I have to make?

We would ask that someone commits to at least couple of hours a week to undertake internet research and record their findings. This work can be carried out at home or in the fundraising office. If this work is completed at home, we would ask the volunteer to visit the fundraising office at least once a month to meet with the Grants Manager.

If you have any questions, please call Anna Oliver

on 07713 287027

www.bacacharity.org.uk