

Residential Volunteer

Role Description

Reports to: Volunteer and Intern Manager

Location: All of our houses and the main office are in the Loughborough area

Hours: No set hours as this is a voluntary role. We encourage an evening a week to be spent with the young people as well as some time during the weekends.

Salary: This is a voluntary role although benefits include free accommodation, utilities, council tax and Wi-Fi

Tenancy agreement: 12 months (negotiable)

Start date: Negotiable

Overall Purpose

- To be a positive role model to the young people
- To be a 'big brother/sister' to the young people living in the same house
- To play an active role in communication within the Baca team

Areas of Responsibility

- Build positive relationships with the young people; especially those 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
- Encourage young people to engage with their local community
- Encourage young people to settle into a routine which will include education and social activities
- Maintain excellent communication with team members through regular reporting
- Promptly report maintenance issues to the Operations Manager

General

- Play an active and supportive role within the organisation
- 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

Personal 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 will live in one of our semi-independent houses and make it their home.

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.

Qualifications/Knowledge/Experience

- Experience in working with young people and teenagers
- An understanding of cross cultural issues in working with asylum seekers
- Experience in use of computers, including Microsoft Office and on-line email systems

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 remain calm and controlled in all situations with young people
- Good interpersonal skills and able to interact well with staff and visitors to the house
- Ability to use own initiative under supervision within accountability structures
- Ability to be able to receive feedback well and implement changes effectively

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 Roz Weeks (Volunteer and Intern Manager) on 07713 287027

**Baca 46 Derby Road, Loughborough, Leicestershire, LE11 5BX.
www.bacacharity.org.uk**