



baca

investing hope, shaping futures

RECRUITMENT PACK

ABOUT US

Our Vision

A world where forced migrants are welcomed, safe, and have hope to rebuild their lives for a better future.

Our mission

It is our mission to serve young people seeking refuge in the UK without families, some of whom have been victims of human trafficking, by offering them safe homes, as well as therapeutic support in all areas of their lives.

We believe each young person arriving on our shores has a dignity worth celebrating, talents worth discovering and a life worth living to its fullest potential, no matter what their past experiences or present circumstances.

We are committed to providing an inspiring environment that raises hope and strengthens resilience, enabling each young person to rebuild his or her life.

Our Values

Respect

Treating everyone with dignity in all circumstances.

Integrity

Unexaggerated truth, expressed with humility, purity of motive and sincerity of intention, in both our words and deeds.

Passion

Embracing risk for the sake of the mission, with courage to take bold risks and to innovate despite adversity.

Grace

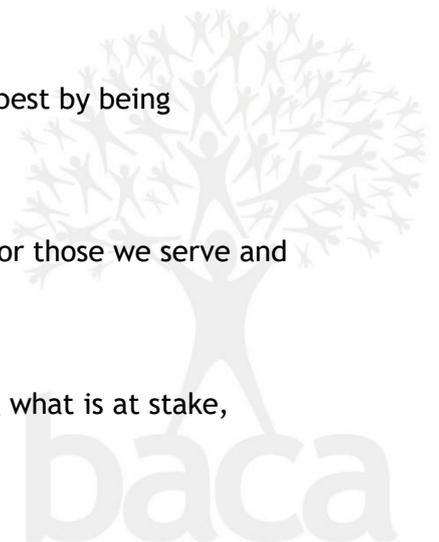
Costly additional opportunity for everyone, to enable us to be our best by being perpetual learners.

Compassion

Serving sacrificially, rooted in an unwavering zeal to seek the best for those we serve and not self.

Wisdom

Finding a way through a challenge by listening, learning, perceiving what is at stake, applying insight and considering diverse options.



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The Baca Charity is a charitable limited company registered in England
Charity No: 1124569, Company No: 6510559

Our Impact, Outcomes and Goals

We are passionate about seeing young people who have experienced exploitation, bereavement, grief, loss and trauma as a result of war, persecution and or human trafficking, to become positive and empowered individuals, building on their resilience and strengths to contribute to the world around them.

Outcomes

We deliver this impact through our therapeutic support for all areas of life, specifically aimed at achieving the following outcomes as described in our Theory of Change.

- Increased Personal Safety
- Increased engagement with Education, Employment and Training
- Improved Emotional Wellbeing
- Improved Physical Wellbeing
- Increased Social engagement

Strategic Goals

Strengthen Baca's holistic service for young forced migrants, continuing to inspire hope and shape futures

Enhance Baca's service to maximise the potential of each young person

Engage locally, regionally and nationally to see a world where young forced migrants are welcomed, safe and have hope to rebuild their lives for a better future.

Thank you very much for your interest in this role at Baca. Baca's mission in seeking to inspire hope and holistic long term development for every young person we work with has been recognised by Local Authorities we work with as of the highest quality.

We consider it an absolute privilege to be able to walk with the incredible young people we support on a daily basis. We take heart from the several positive stories of transition from those young people who have moved into adulthood. We are encouraged by the incredible strides they have taken to establish their lives for and be a positive contribution to the world around them.

However, we recognise the huge pressures they continue to face and therefore, we believe there is still a long way to go as we continue to learn from our young people. We believe there are greater depths of development for each young person to achieve so that they do not fall back into exploitation or any other dangerous environment.

If successful, you will be joining a passionate and committed team, at a very exciting time, who have a strong expertise in supporting unaccompanied young people seeking asylum, refuge and or are trafficked. You will find that the team are committed to our values, which has built a culture that seeks to allow everyone to be their best in order to give their best for the sake of the young people we serve. I hope you will find all the information you need in this pack or on our website (www.bacacharity.org.uk) to help you complete your application. We wish you all the best!

Jimmy Zachariah
CEO

JOB DESCRIPTION

SUPPORT TEAM MANAGER (LEICESTERSHIRE BASED)

- Responsible to:** Service Director
- Responsible for:** Senior Support Worker & Support Workers
- Location:** Baca office, Loughborough, England. The role requires regular travel across the country to deliver Baca's services.
- Hours:** 37.5 hours per week, including some evening and weekend hours
- Contract:** Permanent
- Salary Band:** £25000 - £30000 per annum

Overall Purpose

- To be a leader in the support and care to the young people so they become empowered with dignity, strength and hope inspiring them to become change makers for good in the communities around them.
- To partner with social workers and representatives from other agencies, for the benefit of the young people.
- To provide support, guidance, motivation and be an example to support workers inspiring them to be fully investing in the young people and developing their own skills and passions.

Duties & Responsibilities

- Lead the Rebuild service, ensuring it is of the highest quality, through the Support Team, in line with Baca's Theory of change to enable young people to achieve the following outcomes -
 - Improved Physical Wellbeing,
 - Improved Emotional Wellbeing,
 - Increased engagement with Education, Employment and Training,
 - Increased Social engagement and
 - Increased Personal Safety
- Be an active member of the Management Team, working across teams effectively in a coordinated manner, to ensure holistic day to day services are delivered in line with Baca's values and policies, for the best interests of the young people.
- To take the lead for management and development of Support Workers to deliver a high-quality service, ensuring effective communication and coordination across teams.
- Lead on ensuring safeguarding culture and practices are embedded in the core of all services delivered.
- Ensure the continuous development of our service to young people by working constructively with all internal teams and external stakeholders.
- Lead and prioritise activities, meetings, appointments and support work involved in the delivery of the support work to young people.
- Work collaboratively with the Service Director to ensure all Local Authority relationships are strong and effective, so that best practice is shared and partnerships are built.

- Develop and maintain excellent working relationships with relevant external stakeholders with proactivity, effective communication and problem solving initiative, reflecting Baca's values, to provide a holistic development package for each young person enabling them to become independent.
- Regularly review and manage risks associated with young people in line with established policies and processes, and work closely with the Management and Leadership teams to respond and mitigate against key risks.
- Lead, organise and coordinate meetings & events for internal and external stakeholders as required, ensuring all relevant actions are followed through and promote the best interests of the young people.
- Playing an active role in developing knowledge and understanding in areas relevant to the role, especially in the areas of emotional wellbeing, asylum and refugee law, trafficking, supporting separated children and the cultures of different nations relevant to Baca, by learning from the young people themselves and other key partners.
- Actively facilitate the research and identification of the most appropriate provisions for education, leisure activities, community facilities, local amenities, taking into account the - physical, emotional, safety, social, cultural and religious - needs of the young people.
- To be proactively available to cover as a support worker, in all instances necessary, to ensure the young people are cared for with compassion and to ensure they are progressing towards independence.
- Ensure Senior Support Worker is ready to take on all management duties for the support team in the absence of the Support Team Manager.
- Ensure the Support Team work in adherence to organisation's policies, procedures and guidance's, including all the administrative tasks associated with their respective roles.
- Manage budgets, working closely with the finance team, necessary for delivering young people services.
- Be part of the Oncall team and deliver oncalle support outside of work hours on a rota basis, which comes with additional pay per night.

General

- Be a role model, leading by example in practicing the Values of Baca.
- Play an active and supportive role within the organisation
- Take ownership of all administrative aspects of the role.
- 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.
- Treat all staff and young people fairly and without prejudice, in line with Baca's Equality and Diversity policy
- Be adept in employing the correct procedures for dealing with any safeguarding incidences or concerns, in line with Baca's Child, Vulnerable Adult Protection & Safeguarding Policy
- Adhere to all Baca's policies and procedures.
- Ability to work flexible hours, including occasional evenings and weekends, in line with the needs of the team.

Personal specification

Baca is looking for someone who can take the lead in Baca's holistic and therapeutic young people services, delivered by the Support Team. The young people supported by us are unaccompanied asylum seekers aged 16 to 18, some of whom are victims of trafficking. The successful applicant will have the ability to ensure the support we provide to the young people is of the highest quality and strives for excellence. They will be passionate about our work and be able to lead by example in building an empowering environment to enable each young person to be their best, being both a supportive leader and one that brings challenge where necessary. They will be the first point of contact for local authorities and be able to work with them to ensure allocated support hours match the needs of the young people. They will be a great people person who can develop key external relationships and work well with the staff team, linking in with the culture of family that exists within the organisation. The successful applicant will have the ability to ensure the project plan is followed in line with Baca's vision, values and strategic goals. This is a frontline role that will need the successful applicant to be working closely with young people in their houses from time to time. The role will require the successful candidate to complete an enhanced DBS check. The ability to travel across the UK when required, include overnight stays, is essential.

Competency Areas	Specification
Personal Attributes	<ul style="list-style-type: none"> • Alignment with Baca's Value to achieve our vision, mission and strategic goals, is essential. • Ability to respond to change at short notice is essential. • Able to work as part of a highly diverse group of people. • Able to work in partnership productively with teams internally and external stakeholders is essential • Able to be accountable, take responsibility and be willing to learn is essential. • Self-motivation and flexible attitude to work. • Proactive individual who is willing to take initiative in getting involved in a range of activities. • Ability to be lead with hope, patience, calmness and tenacity in very challenging circumstances is essential. • Ability to think critically and creatively to innovate solutions
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge of issues, challenges and strengths of unaccompanied asylum seeking young who may also be trafficked. • Have a genuine concern for and commitment to young asylum seekers/refugees, and unaccompanied young people in particular. • Knowledge of what motivates team and how to support them to achieve a common end goal is desirable. • Knowledge of safeguarding practices is desirable.
Experience	<ul style="list-style-type: none"> • Experience of leading teams. • Experience of coordinating tasks, people and activities is desirable. • Experience of working with unaccompanied asylum seeking and trafficked young people is desirable. • Experience of working with young people, on a 1-2-1 and group setting. • Experience working in multidisciplinary teams across multiple teams and across wide range of stakeholders

	<ul style="list-style-type: none"> • Experience of working with local authorities and statutory agencies is desirable.
Skills and Abilities	<ul style="list-style-type: none"> • Able to lead strategically • Able to understand the big picture and apply this to the details, communicating this with the wider team and stakeholders. • Ability to manage multiple tasks any one time, prioritising workload to meet competing deadlines. • Excellent verbal and written Communication skills • Excellent Team working skills • Excellent personal organization and high attention to detail, working systematically to release staff team. • Ability to plan, promote and deliver sessions to a group of people. • Taking initiative and Problem solving skills by analysing workable solutions is essential. • Good ICT skills for using Microsoft Office package. • Ability to manage budgets is desirable.
Other	<ul style="list-style-type: none"> • Ability to drive and having access to vehicle is essential • The successful applicant will be required to have an enhanced DBS check. • Adherence to all policies and procedure of the organisation.



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How To Apply

You can apply electronically, by downloading and completing an application form from our website. Please return the completed application form, along with a CV to us by email or by post. Please ensure that your application demonstrates how your experience, skills and abilities meet the selection criteria set out in the Job Description and Person Specification.

Please also ensure you complete the equal opportunities monitoring form. Completed applications should be returned to us by **5pm on the 1st of August 2021**.

Applications received after that time will not normally be considered for short listing.

Completed electronic applications must be sent to: **recruitment@bacacharity.org.uk** ensuring you clearly identify in the email the post you are applying for.

Applications sent by post should be marked confidential and for the attention of:

Service Director, The Baca Charity, Loughborough, LE11 5BX

Due to the high volume of applications received, we regret, we shall not be able to contact applicants who are not short-listed.

Interview Process

Interviews will take place on week commencing **23rd of August 2021** and it could be conducted over two days.

If you are successful, we will contact you as soon as possible after the closing date to let you know what the interview process will entail.



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