



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

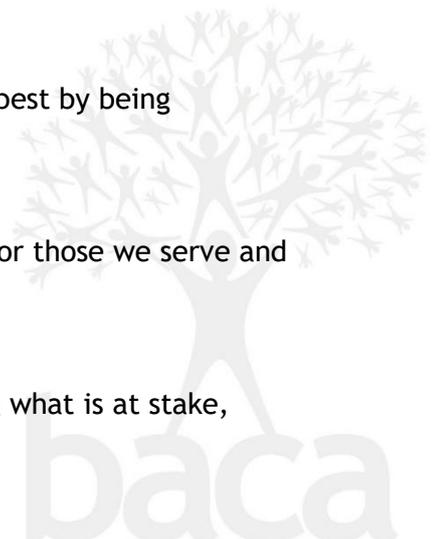
**Costly additional opportunity for everyone**, to enable us to be our best by being perpetual learners.

### 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  
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# 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](http://www.bacacharity.org.uk)) to help you complete your application. We wish you all the best!

Jimmy Zachariah  
CEO

## JOB DESCRIPTION SUPPORT WORKER

<b>Responsible to:</b>	Support Team Manager
<b>Location:</b>	Based in Main Baca office, Loughborough and Leicestershire England. The role requires travel to all locations where Baca Services are delivered.
<b>Hours:</b>	37.5 hours per week including evening and weekend work
<b>Salary:</b>	£18500 - £22000 per annum
<b>Contract:</b>	Permanent
<b>Start Date:</b>	January 2021

### Overall purpose

- To provide support and care to the young people who are newly arrived in the country, providing the foundations for them to rebuild their strength, dignity and grow their hope for their futures.
- To partner with social workers, representatives from other agencies, community groups and voluntary sector organisations for the benefit of the young people.
- Through this service we aim to empower unaccompanied asylum seeking young people, some of whom are victims of trafficking, with dignity, strength and hope - inspiring them to become individuals who are net contributors to society.

### Duties & Responsibilities

- To be a key worker for a number of young people who are in the care of Baca, providing high quality holistic and therapeutic support for their transition to adulthood, to enable young people to achieve the following outcomes in line with Baca's Theory of change -
  - Improved Physical Wellbeing,
  - Improved Emotional Wellbeing,
  - Increased engagement with Education, Employment and Training,
  - Increased Social engagement and
  - Increased Personal Safety
- Playing an active role in developing knowledge and understanding in areas relevant to the role and especially in the areas of asylum and refugee law, trafficking, supporting separated children and the cultures of different nations relevant to Baca.
- To be a role model to all young people in Baca's care, providing care and compassion without discrimination of age, race, colour or behavioural issues.
- Support young people in developing essential life skills in line with the individual support plan to prepare them for independent living. Training young people in living skills such as washing, cleaning, cooking and safety food shopping and budgeting; proactively and intentionally in line with the Baca pyramid plan.
- Support young people in developing their skills, aspirations and interests in education, vocation or hobbies.
- Be an active part of a diverse environment of staff and young people from different cultures and backgrounds.

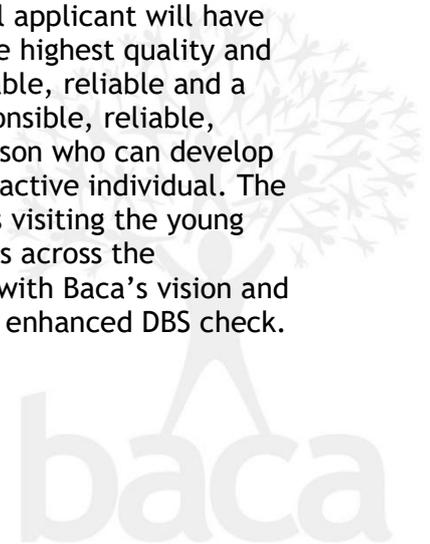
- Develop excellent working partnership with social workers, volunteers and other partners' to provide a holistic development package for each young person enabling them to become independent.
- Regularly review and manage the risks associated with young people.
- Actively plan, prepare and participate in all meetings and events that are related to the support of the young people.
- Develop and maintain excellent communication with all members of the team and all external partners and supporters.
- Carry out all administrative work required as part of the role such as month end reports, support plans on time and in a consistent manner.

### 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 join the support team and provide support, care and be a role model for young people who are newly arrived unaccompanied asylum seekers and victims of trafficking aged 16 to 18. They will be motivated and passionate about the work that Baca does and the young people in our care. The successful applicant will have the ability to ensure the support we give to the young people is of the highest quality and goes beyond the statutory standards set. They will be very approachable, reliable and a strong team worker. Someone who is supportive, approachable, responsible, reliable, personable and willing to be flexible. They will be a great people person who can develop key external relationships. They will also be a very organised and proactive individual. The successful applicant will need access to transport as the role requires visiting the young people in their homes and attending different appointments/meetings across the midlands. The successful applicant will subscribe to and work in line with Baca's vision and values. The role will require the successful candidate to complete an enhanced DBS check.



Competency Areas	Specification
Personal Attributes	<ul style="list-style-type: none"> <li>• Alignment with Baca's Value to achieve our vision, mission and strategic goals, is essential.</li> <li>• Ability to respond to change at short notice is essential.</li> <li>• Able to work as part of a highly diverse group of people.</li> <li>• Able to work in partnership productively with teams internally and external stakeholders is essential</li> <li>• Able to be accountable, take responsibility and be willing to learn is essential.</li> <li>• Self-motivation and flexible attitude to work.</li> <li>• Proactive individual who is willing to take initiative in getting involved in a range of activities.</li> <li>• Ability to be patient, calm and tenacious in very challenging circumstances is essential.</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Knowledge of issues, challenges and strengths of unaccompanied asylum seeking young who may also be trafficked.</li> <li>• Have a genuine concern for and commitment to young asylum seekers/refugees, and unaccompanied young people in particular.</li> <li>• Knowledge of asylum processes and trafficking risks is desirable.</li> <li>• Knowledge of safeguarding practices is desirable.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with young people is highly desirable.</li> <li>• Experience of coordinating tasks is desirable.</li> <li>• Experience of working cross culturally is desirable.</li> <li>• Experience of working with unaccompanied asylum seeking and trafficked young people is desirable.</li> <li>• Experience of working with young people, on a 1-2-1 and group setting.</li> <li>• Experience working in multidisciplinary teams across multiple teams and across wide range of stakeholders</li> <li>• Experience of working with local authorities and statutory agencies is desirable.</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Able to understand priorities and work in partnership is desirable.</li> <li>• Ability to manage multiple tasks any one time, prioritising workload to meet competing deadlines.</li> <li>• Excellent verbal and written Communication skills</li> <li>• Excellent Team working skills</li> <li>• Excellent personal organization and high attention to detail.</li> <li>• Ability to plan, promote and deliver sessions to a group of people.</li> <li>• Taking initiative and finding solutions to challenges faced by young people by working with them.</li> <li>• Good ICT skills for using Microsoft Office package.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Ability to drive and having access to vehicle is essential</li> <li>• The successful applicant will be required to have an enhanced DBS check.</li> <li>• Adherence to all policies and procedure of the organisation.</li> </ul>

## 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 **11pm on Tuesday the 2<sup>nd</sup> of November 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:

**Support Team Manager, 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 **8<sup>th</sup> of November 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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