



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

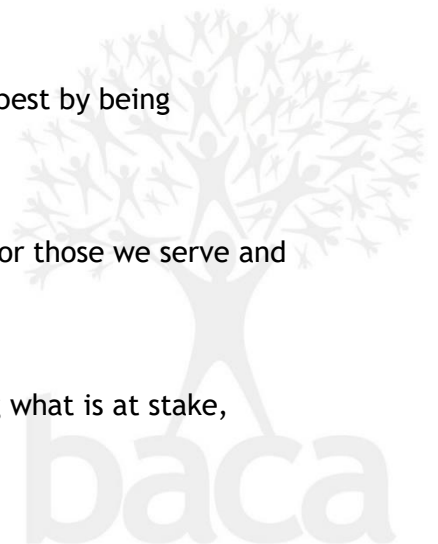
**Costly additional opportunity for everyone**, to enable us to be our best by being perpetual learners.

### 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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# 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

### NEW ARRIVAL SUPPORT WORKER & RESIDENTIAL VOLUNTEER (Male)

<b>Responsible to:</b>	Support Team Manager
<b>Location:</b>	Based in Baca main office and at home for newly arrived young people in Loughborough. There will be travel throughout Loughborough and Leicester. The role may require travel to wider areas of the East Midlands and the UK.
<b>Hours:</b>	25 hours per week - evening and weekend work with daytime shifts
<b>Salary Band:</b>	£18,500 to £22,000 per annum pro rata
<b>Benefits in kind:</b>	Rent-free accommodation, including Wifi, gas, electric and council tax bills.
<b>Contract:</b>	Permanent
<b>Start Date:</b>	January 2022

#### 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 lives with dignity, strengthen their resilience and inspire hope for their futures.
- To partner with social workers and representatives from other agencies, for the benefit of the young people.

This work is essential in enabling us to deliver our therapeutic support for all areas of a young person's life.

#### Duties & Responsibilities

- To be a support worker for newly arrived young people who are in the care of Baca in all areas of the young person's life, supporting them from first arrival through to their move to semi-independence.
- To welcome new arrivals into the accommodation and communicate basic information about the house, making them feel safe and able to rest; with compassion without discrimination of age, race, colour or behavioural issues.
- To enable young people to achieve the following outcomes increased physical wellbeing, increased emotional wellbeing, improved personal safety, increased social engagement and increased engagement with education, employment and training.
- To enable young people to live with positive values and good boundaries.
- To be a proactive role model for the young people, enabling them to learn day to day living skills and helping them integrate positively with the local community.
- 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 independent living preparation plan.
- Helping young people settle into a routine which will include education and social activities.
- Work in close partnership with social workers and other professionals and volunteers to provide a holistic development package for each young person enabling them to become independent.
- Maintaining very good communication with relevant members of the Rebuild Team and relevant social workers through regular appropriate reporting.

- To work collaboratively with the rest of the Rebuild Team to ensure all young people are safeguarded and supported to rebuild their lives.
- Complete and update all admin work as part of the role such as month end reports and support plans on time and in a consistent manner.
- 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.

### 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 aware of 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.



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## Personal Specification

Baca is looking for someone who is passionate about seeing unaccompanied young people achieving their potential and rebuilding their lives for a better future. The successful applicant will have a personal style that is in line with Baca's vision and values. They will live in the new arrival house and make it their home as a residential volunteer, which has a separate role description (page 7). They will be a good self-starter and have excellent interpersonal skills with the ability to inspire our young people to be the best they can be. The successful applicant will be motivated and passionate about the work that Baca does and the young people in our care. They will be very approachable, enjoy working as part of a wider team but also able to manage their own time and workload. Someone who is supportive, approachable, responsible, reliable, personable and willing to set boundaries in line with Baca's values.

This is a frontline role that will need the successful applicant to be working closely with young people in their houses and will need access to transport young people to different appointments, meetings and activities.

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, in line with the needs of the team and the young people.</li> <li>• Proactive individual who is willing to take initiative in getting involved in a range of activities.</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 safeguarding practices is desirable.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of coordinating tasks and activities 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 in the voluntary sector is desirable.</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability to provide a strong role model to the young people and build their trust and respect.</li> <li>• Ability to manage multiple tasks any one time, prioritising workload to meet competing deadlines.</li> <li>• Excellent Communication skills</li> <li>• Excellent Team working skills</li> <li>• Ability to provide appropriate activities for young people</li> <li>• Ability to remain calm and controlled in all situations with young people.</li> <li>• Good ICT skills for using Microsoft Office package</li> <li>• Enjoys working under pressure</li> <li>• Ability and willingness to make a home that is welcoming and feels safe for young people</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>
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## ROLE DESCRIPTION RESIDENTIAL VOLUNTEER (MALE)

### Role Overview:

Separated young people seeking asylum are at risk from a variety of factors which we aim to address by using a holistic support approach. At Baca, we support our young people to achieve an increase in physical wellbeing, emotional wellbeing, personal safety, social engagement and engagement with education. We believe a key foundational need of the young person necessary for them to achieve the above outcomes is a safe home. Our model believes that to provide a safe home it is important that an adult lives in the home with our young people as a Residential Volunteer, being a positive role model and source of compassion and day to day support.

The role requires the individual to move in to one of our properties and be a 'big brother/sister' to the young people (16-18 years) who are supported by the Baca Charity. The Residential Volunteer plays an important role within the team by giving support to the young people within their homes and by setting a positive example of how to live independently. We have a member of staff on-call 24/7 for any safeguarding concerns and/or emergencies.

### Role Descriptors:

- Use the Baca house as your main residence
- Be a positive role model to the young people within the house
- Assist young people to settle into the house
- Assist the young people residing in the 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 in the house to engage with their local community
- Communicate well with the Support Team Manager regarding anything related to the young people living there, both positive feedback and any concerns regarding safeguarding
- Promptly report maintenance issues to the Operations Manager
- Report any house or young people related emergencies out-of-hours to the on-call member of staff as quickly as possible
- Collate any post delivered to the house for Baca or previous tenants and forward to the Volunteer and Mentor Coordinator
- Give a minimum of two weeks' notice for any nights away from the house so that we can provide the necessary cover. We recommend an average of twenty-eight nights away from the house per year



## FAQs

### *Will I receive any training?*

Yes, we will provide you with safeguarding training and a full staff induction. This will include information about Baca, our purpose and objectives; an understanding of the House Rules to be observed by the young people; more information about what the Residential Volunteer role entails; what to do in an emergency and what support is available to you, and introduction to the Baca team. In addition, we will introduce you to our existing Residential Volunteers so that you will be able to ask them about their experiences and build a healthy rapport within the team.

### *What are the primary character requirements for a Residential Volunteer?*

Our Residential Volunteers must be able to commit to and actively promote the principles and practices of Baca. The Residential Volunteers must be fully sympathetic to the purpose of Baca and the needs and circumstances of the young people we support. It is vital that they are able to be compassionate and supportive with the young people. Alongside, this it is important for the Residential Volunteer to be firm appropriately and set boundaries in line with Baca's policies and procedures. Without these characteristics it will be very difficult for any person to provide the required oversight and care.

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

No. We recognise that you may have a busy private life, but we ask that you treat the house as your home. We do ask that you get to know your housemates and spend some time with them during the week as well as living your external 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, please let us know of your plans as soon as possible. This will enable us to assess whether we need to cover your absence and give us time to make arrangements if they are needed

### *Who are the young people that Baca support?*

Baca provides housing, care and support to unaccompanied asylum seeker children who are between the ages of 16-18 years, some of whom are victims of trafficking. The young people come from anywhere in the world and will typically speak very little English on arrival to the UK.



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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 **12pm on Friday the 19th 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 **20th 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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