



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) to help you complete your application. We wish you all the best!

Jimmy Zachariah
CEO

JOB DESCRIPTION NIGHT WORKER (MALE) (CAMBRIDGESHIRE)

Responsible to:	Operations Manager
Location:	Baca office & properties, Loughborough, England. The role requires regular travel.
Hours:	30 hours per week at night times
Contract:	Permanent
Salary Band:	£18500 - £22000 per annum pro rata
Start Date:	January 2022

Overall Purpose

To provide overnight cover for the young people in the care of Baca, ensuring they are safe and well. Monitor and protect the security of the different homes.

Duties Responsibilities

- To maintain a visual presence at Baca properties through the night
- To visit each of the homes, ensuring each young person is present or accounted for.
- Provide care for young peoples as required
- To be the first point of call when dealing with emergencies e.g. fire, medical, police etc. and to manage such emergencies appropriately including liaising with the on-call manager via their phone.
- To liaise with on call and the new arrival house to welcome newly arrived young people.
- Maintaining and reviewing manual and computerized records
- Reporting damage to buildings to the appropriate authority and calling approved contractors to cover emergency
- To ensure all required checklists are completed for all duties
- To take responsibility for continuous improvement in service delivery and working practices
- To undertake minor maintenance and cleaning duties in different houses as required.
- Carry out administrative tasks when required.
- Be available for training and team building

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.

Personal Specification

Baca is looking for individuals who can join the support team and provide overnight supervision and support and be a role model for young people who are unaccompanied asylum seekers aged 16 to 18. The successful applicant will have a personal style that is in line with Baca’s vision and values. The successful applicant will be motivated and passionate about the work that Baca does and the young people in our care. The successful applicant will need access to transport as the role requires visiting the young people in their homes.

The successful applicant will have a personal style that is supportive, approachable, responsible, reliable and personable.

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"> • 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, in line with the needs of the team and the young people. • Proactive individual who is willing to take initiative in getting involved in a range of activities.
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 safeguarding practices is desirable.
Experience	<ul style="list-style-type: none"> • Experience of coordinating tasks and activities is desirable.

	<ul style="list-style-type: none"> • 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 in the voluntary sector is desirable.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to provide a strong role model to the young people and build their trust and respect. • Ability to manage multiple tasks any one time, prioritising workload to meet competing deadlines. • Excellent Communication skills • Excellent Team working skills • Ability to provide appropriate activities for young people • Ability to remain calm and controlled in all situations with young people. • Good ICT skills for using Microsoft Office package • Enjoys working under pressure • Ability and willingness to make a home that is welcoming and feels safe for young people
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.

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. The closing date for application is **the 12th of January at 5pm**. The role will require an enhanced DBS. 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:

Team Leader, 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 be week commencing the **17th January 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.