



investing hope, shaping futures

## Fundraising & Events Intern

### Overall Purpose

- To play an active role working alongside the Fundraising team.
- 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

### 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

### Responsibilities

- Help prepare case studies for the team to use in different aspects of fundraising
- Work with our Fundraiser to collate research needed for funders
- Write and submit simple applications
- Update reports used to measure impact for Funders
- Be an active part of the social media team and be responsible for specific social media posts each week
- Assist our Community Fundraiser with coordinating events
- Assist our Business Development Director and Community Fundraiser with presentations at schools, companies and local businesses
- Input data into a CRM system and manage reporting
- Provide admin support for team events and celebrations at Baca where necessary

### Role living in semi-independent house

- Build positive relationships with the young people; especially those living in the same house
- 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 and assist young people to engage with their local community
- Support young people to settle into a routine which will include education and social activities
- Maintain excellent communication with team members through regular reporting
- Play an active role in the cross-team support of continually encouraging improved physical and emotional wellbeing with our young people

## Qualifications/Knowledge/Experience

- Experience in working with young people and teenagers
- Good written and verbal communication skills
- An understanding of cross-cultural issues in working with asylum seekers
- Experience of prioritising workload to meet competing deadlines
- Experience in use of computers, including Microsoft Office and on-line email systems
- An understanding of how to use and generate engagement on a variety of social media platforms, including: Facebook, Twitter and Instagram

## 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 provide appropriate activities for young people
- Well organised and able to adapt to fluctuating workloads throughout the year
- 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 office and other properties
- Ability to use own initiative under supervision within accountability structures
- Ability to be able to receive feedback well and implement changes effectively
- Ability to engage and communicate with the local community and funders

## Person 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. The applicant will need to be able to work flexible hours, as some evening and weekend work will be required.

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, Grace, Wisdom and Compassion in their day to day delivery of the role.

They will need to be quite methodical, and keen to gain experience in all aspects of fundraising.

## Work Details

**Reports to:** Volunteer and Intern Coordinator

**Location:** Work will be based in the Baca office in Loughborough. The role includes living in one of our semi-independent houses, which are all in Loughborough. The role will also occasionally require travel around Nottingham and Leicester.

**Hours:** 15 hours per week with some flexibility as to when these hours are outworked

**Salary:** This is a voluntary role although benefits include free accommodation, utilities, council tax and Wi-Fi. Training courses are also included.

**Start date:** January for the 6 month internship and July for 12 months (negotiable).

**Contract:** either 6 or 12 months

## **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.

You will receive training for relevant part of the Fundraising 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 contact Andrew Hulley (Volunteer and Intern Coordinator)**

**On 07713 287 027**

**[www.bacacharity.org.uk](http://www.bacacharity.org.uk)**