



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

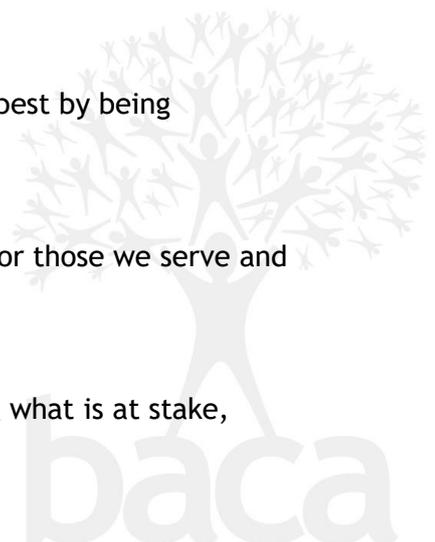
Costly additional opportunity for everyone, to enable us to be our best by being perpetual learners.

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.



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.

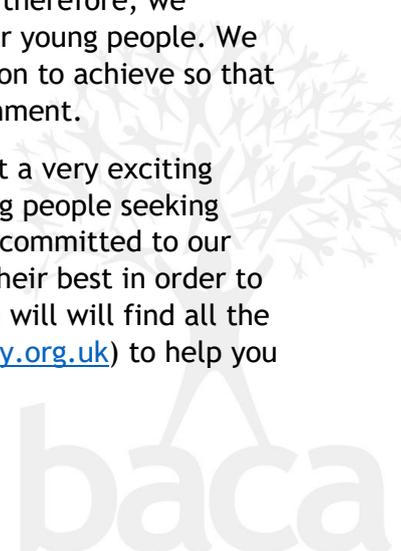
Thank you very much for your interest in this role at Baca. Baca's mission in seeking to inspire hope and holistic long term development for every young person we work with has been recognised by Local Authorities we work with as of the highest quality.

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



baca

JOB DESCRIPTION COMMUNITY ENGAGEMENT LEAD

Responsible to:	Business Development Director
Responsible for:	Supporters (Recruitment and stewardship)
Location:	Loughborough, Leicestershire with travel as part of the role.
Hours:	30 hours per week including occasional evening and weekend work
Salary:	£23,000 per annum pro rata
Contract:	Permanent
Location:	Based in Loughborough with travel across the country

Overall purpose

- To develop and coordinate a community engagement and communication programme engaging with a wide range of people to raise awareness, increase our supporter base which includes volunteers and generate income that enables Baca to achieve its Vision, Mission and Values.
- To expand and deepen the commitment of both existing and new community supporters in line with the Baca vision and strategy.

Duties & Responsibilities

- Be a proactive and committed member of the team that seeks to lead on the implementation of Baca's Community Engagement and Fundraising Strategy and its continuous development, in order to achieve our Vision and Mission in line with our Values.
- To actively participate in the development and the delivery of our communication strategy that ensures stories of hope, outcomes achieved by young people, raising awareness of our vision and opportunities to get involved are communicated in line with our Values.
- Work in close partnership with supporters, partner organisations, agencies and volunteers, ensuring excellent relationships are maintained and new ones are built and mobilised, through in-person means and some digital.
- Lead on delivery of excellent supporter experience through long term stewardship.
- Work closely with the Leadership Team and the Volunteer Team to ensure the community engagement is developed, awareness is raised and a target number of volunteers are recruited and the organisations' proportion of income generated from donations, individuals, CSR, crowdfunding and community activities, etc. are increased, to meet and exceed income targets.
- Develop creative stories that reflect our young people's experience to raise awareness and build a supporter base.
- Research, develop, initiate and co-ordinate ideas for a number of key community engagement and fundraising events, including partnership events, in line with our strategic plan and fundraising strategy.
- Proactively work with all team members to gather young people impact information and case studies to be used appropriately in external communication
- Work closely with the finance team to ensure all income generated are accounted for accurately in line with finance policies.
- Analyse and evaluate all community engagement and community fundraising activities to ensure maximum impact.

- Keep abreast of charity law and abide by the Charities Act, Fundraising Regulator and General Data Protection Regulation in all community engagement and fundraising activities.

General

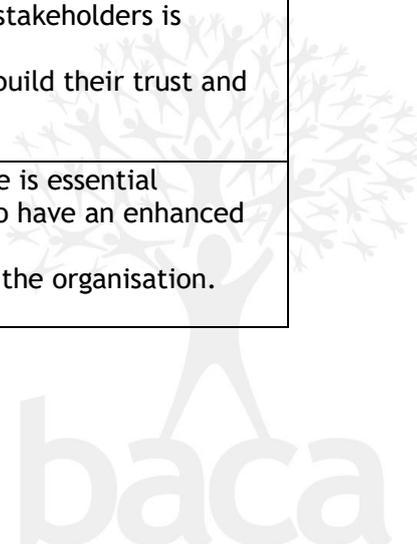
- Be a role model, leading by example in practicing the Values of Baca.
- Play an active and supportive role within the organisation
- Take ownership of all administrative aspects of the role.
- Maintain strict confidentiality in relation to work undertaken and ensure all confidential material is stored 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 participate as a positive role model in establishing Community Engagement and Fundraising Strategy, to achieve our Vision and Mission. 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 be able to represent the young people and their stories with passion, sensitivity and authenticity to enable the community to develop a deeper understanding and thereby become supporters of Baca’s Vision. They will be able to show determination, creativity and an understanding of how supporters are motivated and how they should be stewarded. They will be able to connect with the big picture and translate it to the finer details necessary for achieving our day to day objectives. The role will require the successful candidate to complete an enhanced DBS check. The ability to travel across the UK when required, 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 patient, calm and tenacious in very challenging circumstances is essential. • Sensitivity and discretion in dealing with confidential information

<p>Knowledge and Understanding</p>	<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 community supporters and how to support them to achieve a common end goal is essential • Knowledge of safeguarding practices is desirable. • Knowledge of Data Protection and Fundraising Regulation is desirable • Knowledge of the UK fundraising landscape is desirable.
<p>Experience</p>	<ul style="list-style-type: none"> • Experience of coordinating tasks, people and activities is essential. • Experience working in multidisciplinary teams across multiple teams and across wide range of stakeholders • Experience of working with volunteers, community groups and supporters. • Experience in monitoring and evaluation fundraising outputs to drive success • Experience in developing project ideas and delivering against agreed plans. • Experience in digital fundraising or marketing is essential
<p>Skills and Abilities</p>	<ul style="list-style-type: none"> • 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 to communicate Baca's Vision, Strategy and Values. • Excellent Team working skills is essential. • Excellent personal organization and high attention to detail, working systematically to release staff team. • Ability to plan, promote and deliver community engagement events and fundraising appeals to a group of people. • Taking initiative and problem-solving skills by analysing workable solutions is essential. • Good ICT skills is essential. • Ability to build partnerships with external stakeholders is essential • Ability to provide a strong role model and build their trust and respect.
<p>Other</p>	<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. Completed applications should be returned to us by **9:00am on 1 June 2022**.

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:

HR Department, 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 13 June 2022.

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.

