

CHAIR RECRUITMENT PACK

Who We are

Baca is a place in the Middle East, a valley that pilgrims passed through on their long journey to Jerusalem. Today it is home to many refugees.

It is said that faith and hope turned this waterless and barren land into a place of springs where those who journeyed through found refreshment and blessing in the most untoward circumstances. This gave them strength to continue forward and to build a vision for their future.

We provide such a place of hope for the young people in our care. A safe place to heal and the freedom to thrive.

OUR VISION

A world where all child refugees are welcomed, safe and inspired with hope to rebuild their lives for a better future.

OUR MISSION

It is our mission to serve young people who have been forced to flee their home country – offering safe homes, education, therapeutic care and support in every area of their lives.

We believe each young person, many of whom are victims of human trafficking, has a dignity worth celebrating, talents worth discovering and a life to live to its fullest potential, no matter their past experiences nor present circumstances.

We are committed to providing an inspiring environment that raises hope and strengthens resilience

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 taking responsibility and 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 Outcomes: Young people heal, grow and build their future

Safe homes and community spaces: Safe physical spaces create strong relationships, communities of belonging and discovery of potential

Amplify Impact: Working together to create a wider change

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.

About The Board

The Board of Baca is looking for a Chair of Trustees. Being a Baca Trustee is a valuable and influential role, helping contribute towards the organisation's current activities and its future direction.

Currently, the Board has 9 dedicated Trustees with a wide range of experience from both the corporate and charity sectors.

We strive to be a Board where everyone has a voice and an opportunity to use their unique skills to help take Baca forwards.

What We Are Looking For

We are looking for a new Chair of Trustees that will bring energy and commitment to the role. The new Chair will champion our work and work closely with the other Trustees and CEO to drive Baca forwards.

The new Chair will also bring experience of organisational governance and strategic leadership. Ideally, some of this experience will have been within the charity sector.

We are committed to recruiting a diverse board of trustees because it's important that our board reflects the communities we serve. Whatever your background, we will make it easy to join, participate and share your expertise in your role as Chair.

Role of the Chair

Time commitment: The chair will need to attend 4 evening board meetings per year, up to twice yearly all day meetings, monthly meetings with the CEO and attendance at one or more of the two Sub Committees quarterly. We estimate the time commitment to be 2-3 days per month. Meetings are typically primarily in person at Loughborough with some online attendees – preference is for Chair to attend in person and be rooted in the communities we serve. One to one meetings with the CEO monthly are also preferably in person.

Initial term of office is 5 years with the potential to be reappointed for a further 5 years.

Location: Loughborough.

Main responsibilities:

Baca is a limited liability company that is registered as a UK charity. The Trustees are both the Directors under Company Law and the Trustees under charity law.

In line with the Charity Commission Guidance for Trustees, Baca's Trustees are expected to perform the following duties honestly and reasonably:

- Ensure that the charity has a clear vision, mission and strategic direction;
- Be responsible for the performance of the charity and for its "corporate" behaviour;
- Ensure that the charity's governance is of the highest possible standard;
- Provide expert knowledge to the Board in their specialist area;
- Raise the external profile of Cord and expand our networks.

The specific role of the Chair includes:

- Ensure the board discusses and agrees the purpose and values of the organisation and remains focussed on them.
- Lead the board in identifying key strategic decisions, including the financial strategy, to be made and delivered.
- Ensure timely and well-founded decision-making that advances the values and purpose of our organisation.
- Work with the board and staff to further our strong commitment to equity diversity and inclusion.
- Ensure the organisation has in place appropriate policies, systems and procedures to operate legally and effectively.
- Monitor the progress of the organisation in light of the strategic objectives.

The chair will work with trustees to:

- Manage potential conflicts of interest to ensure probity and that there is appropriate transparency.
- Review board composition, and ensure timely trustee recruitment and development.
- Build an effective, high performing board team, supporting individuals, facilitating good relationships, promoting co-operative working.
- Chair board meetings, making sure they are minuted, and that follow up actions are communicated and monitored.
- Ensure board members are equipped to carry out their duties, identifying any learning, development, support, information, or advice that may be needed.

The chair will work closely with the CEO to:

- Develop and maintain a productive and supportive working relationship with the CEO.
- Ensure high quality relationships with staff and volunteers, enabling our organisation to deliver confidently, consistently and to a high standard.
- Conduct the annual appraisal of the CEO.
- Relate any concerns of the board to the senior leadership.
- Work with the CEO to schedule and plan board meetings and ensure the provision and dissemination of relevant information to board members from the CEO and staff/ volunteer team.

Externally the chair will seek to:

- Work, as required, to build relationships with key stakeholders.
- Be an ambassador for the organisation.

HOW TO APPLY

If you are interested in joining the team at this exciting time, bringing your skills, knowledge, enthusiasm and time to help build on the work that has been done and move the charity forward, please consider this role.

Please send your expression of interest to Mark Vyner, the outgoing Chair of Trustees by email to: mark.vyner@bacacharity.org.uk, including:

- Full contact details
- Details of relevant experience/qualifications
- A covering letter outlining reasons for your interest in the role and what you believe you can bring to the organisation.

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!

Mark Vyner
Chair

Role Description

Job Title:	Trustee – with one or more areas of core expertise
Responsible to:	The Board of Trustees and Baca's stakeholders
Responsible for:	Chief Executive
Salary:	Non-salaried post
Level of commitment required:	Quarterly evening Board meetings, up to twice-yearly all-day meetings, monthly meetings with CEO, attendance at one or more Sub Committees quarterly. Additional time may be required to visit staff and the offices.
Values	Must strongly align with the charity's Vision, Mission and Values.

ROLE RESPONSIBILITIES

- To support and, where appropriate, challenge the Chief Executive and to ensure that the Board as a whole works in partnership with senior staff.
- Chair Board meetings effectively, ensuring all trustees can contribute and that decisions are made in the best interests of the charity.
- Ensure the Board fulfils its duties under charity law, company law, and relevant regulatory frameworks (including Charity Commission requirements and, where relevant, Ofsted or supported accommodation regulations).
- Ensure robust safeguarding governance is in place and taken seriously at Board level, given the vulnerability of the young people supported.
- Oversee an effective framework of delegation and financial control, including risk management and internal controls.
- Lead periodic reviews of Board and trustee performance, and periodic reviews of governance structures.
- Build a strong, honest, and supportive working relationship with the CEO.
- Ensure the CEO receives appropriate support, constructive challenge, and regular performance review.
- Act as a sounding board for the CEO on strategic and sensitive matters, including safeguarding concerns.
- Lead recruitment, induction, and development of trustees, ensuring the Board has the right balance of skills, diversity of background and lived experience, and independence.
- Foster a culture of openness, inclusivity, and mutual respect, ensuring all voices on the Board are heard, including, where applicable, those with lived experience of the asylum system.
- Ensure succession planning is in place for the Chair role and other key Board positions.

- To help raise the profile of BACA and enlarge its external networks

SCOPE AND LIMITS OF AUTHORITY

No individual Trustee, including the Chair, has authority unless specifically acting on behalf of the Trustee Board or with delegated authority of the Board. Collectively Trustees have authority; individually they do not.

TERM OF SERVICE

Trustees can serve on the Board for a maximum of two terms and each term for a five-year period. At the end of the first term, the trustee may choose to put themselves forward to be re-elected. The trustee will go through the standard selection process, outlined in the constitution, subject to no new or emerging concerns.

They must be willing to undergo a Disclosure and Barring Service (DBS) check.

PERSON SPECIFICATION

- Commitment to BACA's values
- A team player, able to encourage and maintain focus during periods of pressure
- Commitment to equal opportunities and diversity in the workplace
- Significant senior leadership experience, ideally including board-level or trustee experience (charity, public, or private sector).
- A genuine commitment to the charity's mission and the welfare of unaccompanied asylum-seeking and refugee children and young people.
- Strong understanding of, or willingness to quickly develop knowledge of, safeguarding responsibilities at Board level.
- Excellent chairing, facilitation, and interpersonal skills, with the ability to build consensus and manage differing views constructively.
- Sound, independent judgement and a strategic mindset.
- Understanding of (or willingness to learn) the legal and regulatory environment for charities, and ideally the asylum, immigration, or supported housing sectors.
- Ability to commit the necessary time, including availability for occasional out-of-hours matters given the safeguarding context.
- Ideally with roots in Leicestershire, Baca's largest area of operation.

Desirable but not essential

- Financial expertise
- Direct experience or knowledge of the asylum and immigration system, refugee support, children's social care, or supported housing.

- Experience of organisational growth, change management, or income diversification.
- Existing networks in local government, the housing sector, migration policy, or philanthropy.