



Baca

Safe to heal, free to thrive

About us

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 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 the young people we serve 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 - *Increased Personal Safety, Increased engagement with Education, Employment and Training, Improved Emotional Wellbeing, Improved Physical Wellbeing and Increased Social engagement.*

Strategic Goals

Strengthen Baca's holistic service for young, forced migrants.

Enhance Baca's service to maximise the potential of each young person.

Engage locally, regionally and nationally to see a world where child refugees 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. We support young people who have been forced to flee their home country, because of war, persecution, or trafficking. We provide the support they need which includes a safe home, education and therapeutic care. The young people we serve have lost the only life they know and have overcome all the odds to reach safety. Their courage inspires us but without support they are at extreme risk of harm and exploitation.

We are committed to providing an inspiring environment that raises hope and strengthens resilience – enabling them to fulfil their potential and become thriving members of the community. We consider it an absolute privilege to be able to walk with them daily. We take heart from the several positive stories of young people's transition into adulthood, establishing their lives and being 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 them. 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, with strong expertise. 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 www.bacacharity.org.uk to help you complete your application.

We wish you all the best,
Jimmy Zachariah, CEO

Job Description

Job Title:	Volunteer Coordinator
Reporting To:	Regional Manager
Contract Type:	Permanent
Location:	Based in Cambridge Baca Office, England. The role will require some travel locally and some wider travel to attend training and meetings.
Salary:	£24,610 - £26,750 per annum Full Time Equivalent
Working Hours:	22.5 hours per week

OVERALL PURPOSE

Responsible for the development, coordination, and delivery of the volunteer program within Baca young people services, an essential component of the work of the Rebuild team; adding value to the holistic approach to support, both practical and therapeutic, given to the young people placed with Baca.

DUTIES RESPONSIBILITIES

- Be a proactive team member at Baca, to ensure cohesive and coordinated day to day activity of volunteers serving Baca's young people services.
- Responsible for the recruitment and support of all volunteers necessary for the delivery of Baca's young people service to achieve the following outcomes:
 - Improved Physical Wellbeing
 - Improved Emotional Wellbeing
 - Increased Engagement with Employment, Education and Training
 - Increased Personal Safety
 - Increased Social Engagement
- Coordinate overnight cover in houses using residential cover volunteers whilst residential workers/volunteers are away.
- Conduct screening, induction and relevant training for the volunteers.
- Development and on-going review of volunteer resources including recruitment, induction and training packs.
- Organise profile-raising events to attract new volunteers.

- Developing key links with community groups to develop volunteering within Baca.
- Work closely with the frontline team to ensure volunteers can deliver sessions with the young people to improve their skills and become positive empowered individuals living independently as net contributors to society.
- Match volunteers with identified young people.
- Support, and motivate volunteers to ensure they are key supporters of Baca's service delivery.
- Celebrate volunteering by nominating volunteers for awards and organising celebration events.
- Attend weekly appropriate service delivery meetings.
- Overseeing volunteering budget lines and resources, including the reimbursement of expenses.
- Conduct monitoring and evaluation of activities by volunteers.
- Maintaining databases and accurate records including monthly reports, activities data, end of year report etc.
- Ensure effective feedback after activities delivered by volunteers is received, recorded and shared with the relevant support worker of the young person involved.

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 someone who can develop a strong volunteering base and support. They will be a good self-starter and have excellent interpersonal skills with the ability to inspire and recruit excellent volunteers and mentors who can contribute to the work. 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 and enjoy working as part of a wider team but also able to manage their own time and workload. The successful applicant will need access to transport.

The successful applicant will have a personal style that is in line with Baca's vision and values. Someone who is supportive, approachable, responsible, reliable and personable. They will be passionate about the role of volunteers within the voluntary sector and be able to identify the needs of the young people and match them with the skills and passions of volunteers. They will have good communications skills and be able to communicate the vision and values of Baca's work both to individuals and large groups.

Competency Areas	Specification
Personal Attributes	<ul style="list-style-type: none"> • Alignment with Baca's Values 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. • A 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.
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 what motivates community supporters/volunteers and how to support them to achieve a common end goal is essential.

	<ul style="list-style-type: none"> • Knowledge of safeguarding practices is desirable. • Knowledge of Data Protection and Fundraising Regulation is desirable. • Knowledge of coordinating multiple activities delivered by volunteers is desirable.
Experience	<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 coordinating community engagement activities is essential.
Skills and Abilities	<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 at 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 to a group of people. • Taking initiative and problem-solving skills by analysing workable solutions is essential. • Strong 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.
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. Please make sure 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 complete the equal opportunities monitoring form. Completed applications should be returned to us by *9:00am on 27 February 2024*.

Completed electronic applications must be sent to:
recruitment@bacacharity.org.uk making sure you clearly identify in the email the post you are applying for.

Interview Process

A 30-minute video interview could be conducted as part of shortlisting. If suitably strong candidates have been shortlisted before the deadline, in-person interviews will be conducted immediately after shortlisting. Otherwise, interviews will take place week commencing 4 March 2024.

If you are shortlisted for in-person interviews, we will contact you as soon as possible, to let you know the details of the interview process.