

## **REGIONAL ASSOCIATION SAFEGUARDING LEAD Southern Counties Baptist Association**

### Job Description

Location:	Home based
Purpose and Objective:	To take a lead for the Regional Association on issues relating to safeguarding and the protection of children, young people and adults at risk
Responsible to:	Designated Regional Minister
Responsible for:	Oversight and support of Association safeguarding trainers and other safeguarding volunteers or workers

#### Regular Working Relationships:

Church Designated Persons for Safeguarding, Association Trustees, Regional Ministers, Baptist Union of Great Britain (BUGB) National Safeguarding Team, National Safeguarding Contacts Group, Regional Ecumenical safeguarding contacts, Statutory Agencies (adult and children's social care, police, probation and specialist services)

### **Summary**

The Association Safeguarding Lead will work closely with the Regional Team to provide good quality safeguarding guidance and support to churches within the Association. This will be achieved by making provision for regular safeguarding training at BUGB level 2 and 3 across the association; compliance with the Baptist Union of Great Britain safeguarding policies and procedures; adhering to legal requirements on all matters of safeguarding; providing good quality advice, guidance and support regarding safeguarding concerns raised by a church or individual; Also selecting and supporting others responsible for safeguarding in the Association.

### **Main Responsibilities**

#### Compliance with policies and strategies

1. Have oversight of association compliance with national and local safeguarding policy and procedures.
2. Support churches to ensure that they have and maintain good practice in safeguarding arrangements, in line with national and local safeguarding policy and procedures.
3. Ensure that written records of all safeguarding work at Association level are maintained in line with good practice guidelines on confidentiality and data protection.
4. Attend the National Safeguarding Contacts Group and other meetings as required, bearing in mind the limitations of employment hours, or arrange representation.

### Developing Good Practice and Delivering Training

5. Ensure that you keep up to date with current and developing policy and practice issues at a local and national level.
6. Maintain contact with the Designated Person for Safeguarding (Designated Safeguarding Officer) within Association churches.
7. In Conjunction with the Regional Minister, oversee the delivery of the BUGB Excellence in Safeguarding Training Level 2 and 3, ensuring that the Association trainers are competent to deliver the material effectively and to a high standard.
8. Ensure there are enough trainers in the Association to meet the needs of the churches and provide training across the area on a regular basis, working with the BUGB National Safeguarding Team as necessary.
9. Ideally able to participate occasionally in offering level 2 and 3 training which will take place beyond normal working hours and for which payment will be made.
10. Promote good communication and effective information sharing throughout the Association and the National Safeguarding Team, including a proper understanding of confidentiality and duty of care.

### Providing Advice

11. Be available to offer straightforward advice to churches and Regional Ministers regarding individual cases. This may include supporting churches in preparing a Contract of Agreement and attending meetings with external agencies. More complex matters should be referred to the National Safeguarding Team.
12. Be available to attend meetings and represent the Regional Association with statutory agencies as part of the escalation of concerns to the Regional Association. On some occasions there will be a requirement to be involved in meetings and events outside of regular working hours. Where these do not fit within the usual number of working hours, time off in lieu is to be taken, or where this is not possible, overtime at the usual hourly rate will be paid.
13. Support and co-operate with statutory agencies during the course of their investigations, in line with good practice guidelines on safeguarding and confidentiality.

### Undertaking Risk Assessments and Individual Case Work

14. Undertake safeguarding risk assessments as requested by the Regional Ministers or BUGB National Safeguarding Team.

### General

15. Implement and follow regional policies and procedures.
16. Provide information and an annual report on issues and activity to the SCBA trustees.
17. Be committed to continuing professional development, undertake training as necessary and engage with the association supervision and appraisal processes.
18. Be able to work flexible hours, including some evening and weekends.

## Terms of engagement

- Appointment: Fixed Term, initially for a period of 3 years
- Hours of Work: An average of 8 hours per week (ca 0.2 FTE), generally worked during office hours, although some evening and weekend work will be required.
- Remuneration: £5.000 per annum. A mobile telephone and appropriate computer solely for Association use will be provided
- Expenses: All reasonable expenses will be reimbursed. Normally these would be submitted within one month of being incurred and would be accompanied by appropriate receipts, vouchers, or other proof that they have been incurred. Car mileage will be paid at HMRC recognisable rates.
- CPD: Appropriate development will be agreed with the Line Manager
- Pension: There is a contributory pension scheme which all eligible employees will be auto-enrolled.
- Leave: 5 weeks pro-rata
- Disclosure: The post has been identified as one which is eligible for an Enhanced DBS with both child and adult Barring List Check. This role will bring you into direct contact with children and adults at risk and give you access to sensitive information and material.
- References: Appointment to this post is subject to satisfactory references

Probationary Period: This post is subject to a probationary period of 6 months.

### Commitment to Christian faith:

It is expected that the successful candidate will be fully in sympathy and committed to the Christian aims and objectives of Southern Counties Baptist Association and Baptist Union of Great Britain.

Person Specification

<u>Attributes</u>	<u>Essential</u>	<u>Desirable</u>
Relevant Training and Education	Trained or ready to train to Level 3 Safeguarding course	Professional qualification in a relevant field (social work, probation, teaching, nursing)
		Qualification in the supervision and training of others
Specialist knowledge and expertise	Knowledge of key national legislation and guidance in relation to safeguarding children and adults at risk	Knowledge of the practices and values that underpin church communities and how this relates to the safeguarding role
	Detailed knowledge of managing safeguarding issues within a professional context	An understanding of how Baptist churches and Baptist Union of Great Britain operate regarding ministry and lines of accountability
Experience	Experience of managing safeguarding issues within a church or professional context	Experience of making referrals to statutory bodies (Social Services, Police) and attending multi-agency meetings
	Experience completing safeguarding risk assessments	Experience of delivering the BUGB Excellence in Safeguarding training
Abilities	To be able to manage competing priorities and demands, including working alone and with colleagues	
	To be able to provide advice and guidance to others regarding safeguarding situations	
	Able to oversee, guide and support the work of others	
	Able to work with statutory agencies in line with national safeguarding guidance	
Skills and Competency	Able to clearly communicate with a wide range of people both verbally and in writing	
	Able to maintain accurate records of attendance at training events and safeguarding incidents	
	Confident in using computers, especially Microsoft Office Suite (Word, Excel, PowerPoint)	
Personal Qualities	In sympathy with the Christian aims and objectives of Southern Counties Baptist Association and Baptist Union of Great Britain.	
	Able to work flexibly, including at weekends and evenings when required	