SOUTHERN COUNTIES BAPTIST ASSOCIATION

RECRUITMENT PACK

SAFEGUARDING LEAD

10 hours per week - £7,601.25 per annum
(FTE £30,405/£14.62 per hour)

Application deadline: 30th September 2026
Interview date: 7th October 2026

For an information conversation about the role, contact Rev Clare Hooper at c.hooper@scba.org.uk

INTRODUCTION

Thank you for expressing an interest in joining the SCBA Team as our Safeguarding Lead.

Southern Counties Baptist Association (SCBA) are a family of around 143 Baptist Churches and various Pioneering Mission Projects, covering thirteen counties in total but mainly throughout Berkshire, Dorset, Gloucestershire, Hampshire, Oxfordshire and Wiltshire. The association includes Banbury in the north and the Isle of Wight in the south but also extends to Guernsey in the Channel Islands. Each church is independent and self-governing, but choose to work together in unity in the context of SCBA seeking to encourage and resource each other.

SCBA seeks to inspire, connect and resource its churches and their leaders by growing and forming healthy churches in relationship for God's mission.

SCBA, Baptist House, 129 Broadway, Didcot, OX11 8XD
www.scba.org.uk

ABOUT THE ROLE

Title: Safeguarding Lead
Responsible to: Designated Regional Minister
Salary: £7,601.25 per annum for 10 hours per week (FTE £30,405 / £14.62 per hour)

Main Purpose of Role

To support the local church's designated person for safeguarding in order to ensure good safeguarding practice in their church and pioneer missional activities across the SCBA churches.

Key Tasks and Responsibilities

- Provide a first point of contact for advice with the local designated person for safeguarding when a safeguarding issue arises in a member church, whether child protection or adult at risk.
- Offer advice and guidance on the application of the Baptist Union's safeguarding policy (adopted by local churches) and local procedures at church level, including the involvement of statutory authorities as appropriate.
- Offer ongoing support to churches managing a safeguarding issue.

Previous experience of working within Baptist Churches/Associations would be advantageous.

The Southern Counties Baptist Association is a Christian charity and, as such, it is an occupational requirement that the holder of this post is a committed Christian and in sympathy with the Baptist Declaration of Principles.

The appointment will be subject to an enhanced disclosure from the DBS.

Working Hours

10 hours worked flexibly in agreement with the Regional Minister Team Lead. This will entail a mix of hours during the working week: daytime, evening meetings and occasional weekends. Although most of the time you will work from home, there will also be in-person meetings that you will be expected to attend.

JOB DESCRIPTION

Compliance with Policies and Strategies

- To work alongside the appropriate Regional Minister in supporting churches to ensure that they have and maintain good practice in safeguarding arrangements, in line with national and local safeguarding policy and procedures.
- Have oversight of association compliance with national and local safeguarding policy and procedures.
- Ensure that written records of all safeguarding work at association level are maintained in line with good practice guidelines on confidentiality and data protection.
- 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

- Ensure that you keep up to date with current and developing policy and practice issues at a local and national level.
- Maintain contact with the Designated Person for Safeguarding (Designated Safeguarding Officer) within the association's churches.
- 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.
- Promote helpful and effective communication and information sharing throughout the association and the National Safeguarding Team, including a proper understanding of confidentiality and duty of care.

Providing Advice

- Be available to offer straightforward advice to churches and Regional Ministers regarding individual cases. This may include supporting churches in preparing a Safeguarding Risk Assessment and Contract and for meetings with external agencies. For more complex matters, support is available from the National Safeguarding Team.
- Support and co-operate with statutory agencies during the course of their investigations, in line with good practice guidelines on safeguarding and confidentiality.

JOB DESCRIPTION *(CONT.)*

Risk Assessment and Individual Case Work

- Advise on safeguarding risk assessments as requested by the Regional Ministers or BUGB National Safeguarding Team.

General

- Implement and follow regional policies and procedures.
- Provide information and an annual report on issues and activity to the Trustees.
- Be committed to continuing professional development, undertake training as necessary and engage with the association's supervision and appraisal processes.
- Be able to work flexible hours, including some evenings and weekends. **

** Currently there are 2 National Safeguarding Contacts Group (NSCG) in-person meetings: over 2 days in June, and 1 day in March, plus 4 other half-day meetings using video conferencing; 1 SSG evening meeting (usually September); 2–3 Safeguarding Working Group meetings of 60–90 minutes' duration; 2 trainers' meetings of 60–90 minutes' duration. Some of these will be via video conferencing.*

*** An applicant who already has another part-time safeguarding lead role in another context (e.g. another Baptist Association) would be welcome in this part-time post, subject to a readiness to be able to travel to the region from time to time for meetings.*

TERMS OF EMPLOYMENT

Appointment	Fixed term, initially for a period of 3 years
Hours of work	An average of 10 hours per week, generally worked during office hours, although some evening and weekend work will be required
Salary	£7,601.25 per annum for 10 hours per week (FTE £30,405 / £14.62 per hour)
Pension	Contributory pension scheme; all eligible employees will be auto-enrolled
Annual leave	5 weeks pro-rata
CPD	Appropriate development will be agreed with the Line Manager
Probationary Period	3 months
Equipment	A mobile telephone and appropriate computer solely for Association use
DBS	This post is eligible for an Enhanced DBS check with both Child and Adult Barring List Check

PERSON SPECIFICATION

Attributes	Essential	Desirable
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, policing); 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; detailed knowledge of managing safeguarding issues within a professional context	Knowledge of the practices and values that underpin church communities and how this relates to the safeguarding role; an understanding of how Baptist churches and the 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 completing safeguarding risk assessments	Experience of making referrals to statutory bodies (Social Services, Police) and attending multi-agency meetings; experience of delivering the BUGB Excellence in Safeguarding training
Abilities	Able to manage competing priorities and demands, including working alone and with colleagues; 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	–

PERSON SPECIFICATION *(CONT.)*

Attributes	Essential	Desirable
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) and online video calls	—
Personal Qualities	In sympathy with the Christian aims and objectives of the Southern Counties Baptist Association and the Baptist Union of Great Britain; able to work flexibly, including at weekends and evenings when required; good relational skills	—

JOINT RECRUITMENT OPPORTUNITY

We are aware that the North Western Baptist Association (NWBA) is also currently recruiting for a similar part-time Safeguarding Lead role. To widen opportunities for applicants, the two Associations are open to exploring the possibility of appointing one individual across the associations.

If you would be interested in being considered for a role across the two Associations, please indicate this in your covering letter. We also ask that you send the same covering letter and CV to each Association whose vacancy you wish to be considered for.

Applicants who wish to be considered only for the SCBA role are, of course, equally welcome to apply.

HOW TO APPLY

To apply, please send your CV and a covering letter addressing what excites you about the role and how you think your gifts will enable you in this role to office.administrator@scba.org.uk.

Please include in your covering letter or CV the contact details of two people you are happy for us to contact for a reference (one of these should be your most recent or current employer).

For more information about the role, you can contact Clare Hooper, Regional Minister, at c.hooper@scba.org.uk.

KEY DATES

Start date	To be negotiated with the successful candidate
Application deadline	30th September 2026
Interviews	7th October 2026

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southern counties baptist association

For an informal conversation about the role, contact Rev Clare Hooper at c.hooper@scba.org.uk