

The Baptist Union of Great Britain
Role Profile – National Safeguarding Adviser

Job title:	National Safeguarding Adviser (Maternity Cover)
Reports to:	People Support and Safeguarding Manager
Direct reports:	Safeguarding Caseworker

A Main Purpose of this role

The key role of the National Safeguarding Adviser is to support the development and delivery of an effective and high-quality safeguarding framework across all those churches, associations and colleges who form part of the Baptist Union of Great Britain (BUGB). This will require significant input into strategy, policy, procedural guidelines, training design and delivery and safeguarding review activities, as well as involvement in supporting complex casework.

To do this effectively, the National Safeguarding Adviser will need to spend time on continuous learning and development, and in the building of a wide professional network covering other faith-based organisations and charities, statutory authorities and professional advisers.

B Key Responsibilities

1 Development of policy, procedures and good practice guidelines

- Monitoring and keeping up to date with the development of government policy, guidance and good practice, and interpreting this clearly and effectively into BUGB policy and practice.
- Developing and regularly reviewing the BUGB suite of safeguarding policies, ensuring that they are easily accessible, understandable and up to date.
- Supporting the Regional Team Leaders in ensuring that each Association has a good understanding of and the practical skills required to implement safeguarding policy and procedures.
- Providing regular reports for the BUGB Trustee Board and analysing the statistical information available for church annual returns and other survey tools;
- Providing a brief to the Baptist Steering Group (BSG) and BUGB Trustees on all cases which go to court, tribunal or become public through the media.

2. Design, dissemination and review of appropriate safeguarding training and training materials for:

- BUGB Trustees and BSG members
- Regional Association staff and ministers
- Accredited Baptist ministers
- All volunteers working with children, young people or adults at risk

- Employed or appointed children and youth workers and those working with adults at risk
- Those individuals in churches who take on roles as either Designated Safeguarding Trustee or Designated Person for Safeguarding.

Recognising the wide range of safeguarding training provided across BUGB, the National Safeguarding Adviser will have an important role to play in bringing a level of consistency to both the delivery and the evaluation of training activities.

3 Casework

- Have oversight of all casework carried out in the National Safeguarding Team;
- Lead on safeguarding cases and investigations involving accredited Baptist ministers;
- Provide guidance and direction to Regional Associations teams where complex or unusual cases arise that are beyond the experience of the association team;
- Where necessary, support the National Safeguarding Caseworker and Regional Ministers/Association Safeguarding Contacts with complex requests for advice, information and guidance for individuals in churches who are concerned about the welfare of children, young people and adults at risk.
- Take the lead in responding to complex and/or high-profile situations, working with Regional Ministers, and the Ministries Team, including:
 - Ensuring that there is support and advice for those who have experienced abuse;
 - Ensuring that support is provided to individuals when a referral to local authority children's and adults social care or the police as necessary;
 - Attending strategy meetings and case conferences as requested by statutory agencies usually in conjunction with a Regional Minister;
 - Working in partnership with the statutory agencies, any of whom may make the initial approach or seek information to which they are entitled;
 - Providing advice to Regional Ministers on the possibility of employment or redeployment of those with convictions or continuing unresolved concerns regarding harm to a child or adult
 - Advising Regional Ministers when an independent risk assessment should be sought;
 - Ensuring always that appropriate records are maintained, suitable for admission in legal proceedings.
 - Supporting Regional Ministers when needed to draw up and regularly review agreements with those known to be a risk to children and adults at risk.

4 DBS service

- To oversee the contract for provision of DBS checking services to churches who are part of BUGB.
- To regularly review and ensure proper evaluation of the DBS service contractor, always keeping a focus on the service provided to churches
- Providing a risk assessment review when blemished disclosures are made

5 Managing safeguarding staff

- Manage the work of the safeguarding caseworker to make sure that high levels of support and service are developed and maintained
- Encouraging supporting and motivating the safeguarding caseworker, including performance review, personal and professional development

6 Working relationships and networking

- Developing and maintaining professional relationships with statutory agencies: the local authority children's and adults social care services, Local Authority Designated Officer (LADO) and the police (recognising that these contacts may be needed across England and Wales on a case by case basis)
- Developing and maintaining healthy working relationships with the 13 Regional Association teams, and particularly with the Regional Ministers and Safeguarding Contacts, so that casework and support can be dealt with smoothly and effectively
- Communicating clearly and working positively with the Ministries Team, so that cases involving ministers can be investigated and dealt with through an effective and well managed set of processes
- Facilitating the BUGB National Safeguarding Group and the development of its agenda and priorities

C Culture and Working Style at BUGB

The holder of this role acts as an example to all other staff employed by the Union and should work to exemplify the working approach expected from all staff at all levels. Our vision and culture values as a Union are outlined below:

Our vision as a movement is “to grow healthy churches in relationship for God’s mission.”

The Baptist Union of Great Britain is committed to *intentionally* developing a culture where we...

- ***Seek to be a movement of Spirit led communities.*** As those who have encountered the living Christ, to intentionally seek his will and purpose for our local churches and every expression of our shared life. (Galatians 5:22-25)
- ***Feel like one team*** – celebrating diversity; valuing, respecting and trusting each other as we work together in partnerships - making sure everyone feels included and listened to. (I Corinthians 12:24b-27)
- ***Embrace adventure*** – being serious about discipleship, willing to take risks, pioneer and move out of the comfort zone of familiar ways of doing things. (Matthew 28:18-20)
- ***Inspire others*** – with a generosity of spirit, energise and motivate people to be all that God created them to be. (Ephesians 5:1 & 2)
- ***Share a Hunger for God’s coming Kingdom*** – nurturing a “holy discontent” that arises from our desire to give practical expression to our vision of God’s purpose for creation - confronting evil, injustice and hypocrisy and challenging worldly attitudes to power, wealth, status and security both within and beyond our Union. (Matthew 6:9 & 10)

The National Safeguarding Adviser will need to demonstrate commitment to and operate effectively within this culture.

D Personal Attributes and Experience

Attributes	Essential	Desirable
Education Training Skills	Relevant professional qualification or equivalent (for example; social work, health, teaching, law, police etc.) with current registration where applicable	Evidence of formal training in how to train. Evidence of formal training in how to train others to train
	Level 3 training in child or adult protection with ability to demonstrate transferrable knowledge across the client groups	Training in both child and adult protection Training to Level 4
	IT literate and good record keeping skills	
	Excellent interpersonal and communication skills - written, oral and presentational	
Knowledge Experience Ability	Senior practitioner/manager experience and knowledge of safeguarding working with children, young people or adults at risk and ability to demonstrate transferrable knowledge across the client groups	Senior practitioner/manager experience and knowledge of safeguarding working with children, young people and adults at risk.
	Senior practitioner/manager experience of working with those that have experienced abuse	
	Up to date knowledge of safeguarding guidance and the management of cases of concern	Detailed knowledge of safeguarding frameworks in denominational environment
	Experience in developing and implementing safeguarding procedures and policies	
	Able to analyse complex situations and advise appropriately	Experience of advising on cases involving ministers
	Proven experience of arranging and leading training events	
	A demonstrable Christian faith	Member of a Baptist church
	A proven ability to develop and sustain relationships at all levels both inside and outside our Union	
	Able to identify examples of poor practice and ensure that necessary change is implemented	Experience of running formal evaluation and review processes
	Able to maintain the highest standards of confidentiality and work sensitively with those affected by issues of safeguarding	
	Able to travel nationally when required	
Staff supervision	Previous supervisory experience, including the induction and training of new staff	
	Experience of managing the performance of others	

Salary and practical arrangements

This role is offered on a full-time basis at a salary between £36,000 - £38,000 (depending on experience) per annum. Other benefits include pension contributions and 25 days holiday entitlement (plus public holidays).

The role is based in Didcot with regular travel across England and Wales.

Occupational Requirement

This post requires the post-holder to be a practising Christian because of its strong links with the work of ministers and the application of biblical principles to safeguarding matters of both policy and practice. Therefore, it is an occupational requirement that the post holder is a practising Christian with active involvement in their local church.

Shortlisting and interview arrangements

The closing date for applications is Friday 21 December. Please send your CV and a covering letter outlining why you believe you are suitable for the role to Fiona Myers, our HR Administrator at opportunities@baptist.org.uk.

If you would like to have an informal conversation about the role, please email Amy Sant-Cassia (the current post holder) on asantcassia@baptist.org.uk giving a contact number for Amy to call you.

Interviews will take place in Didcot in mid-January 2019. Please indicate in your covering letter any dates you are unavailable during that time.

Candidates will need to be available to take up this role in mid-February 2019.

November 2018