

November 2024

**Legal Services Manager**

**Support Services Team**

**Welcome!**

**Thank you for your interest in our Legal Services Manager role. We are glad that you are interested in finding out more, and we hope that this introductory pack will give you a good overview of our Union and the requirements and responsibilities of the Legal Services Manager role.**

**Our Union**

The Baptist Union of Great Britain links more than 1,800 churches, 13 associations and 5 colleges across England and Wales. We are in challenging times, and yet our life together continues to be rich and varied. In all aspects of our Union, including national Council, trustee boards, staff and project teams across the UK, we look to bring together groups and teams of people for service in order to make real our mission. You can see more about our current work and the rich diversity of Union life on our website at www.baptist.org.uk.

**Seeking God’s Plan**

This is a key role, managing the work of the Legal and Operations Team and participating in the wider support and advice to Baptists Together.

The profile included later in this document outlines the purpose and responsibilities of the role. However, we recognise that each person brings their own skills and strengths, and we look forward to discussing these with you.

**Next Steps**

We hope that you will take time to consider prayerfully the information contained in the following pages. If you choose to express your interest, please know that we will be praying for you throughout the process of appointment. We know from our past experiences that God is faithful in bringing the right people forward at the right time in our Union life, and we are excited to see who God will bring, and what He will do through them.

**Questions?**

If you would like to talk to our Support Services Team Leader, Chris Jones, to talk in more depth, details of how to contact him are given at the back of this information pack.

**Role Profile for our Legal Services Manager role**

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| Job title: | Legal Services Manager |
| Reports to: | Director of Finance and Support Services Team Leader (Chris Jones) |
| Direct reports: | Senior Solicitor, Legal Officer, Property Officer, Senior Legal and Charity Officer, Paralegal, 2 Legal Services Administrators |
| Location | Didcot, Oxfordshire |

1. **Main Purpose and Context of the Role**

The Legal Services Manager operates as a key part of the Support Services management team and acts as a legal adviser for BUGB and the BUC. This will focus on the following:

1. To lead the development and delivery of legal services to support Churches, Baptist Communities, Associations, and projects around the Union.
2. To oversee and develop the provision of legal services including trusts, charity, and property law.
3. To provide internal counsel to the Specialist Team Leaders, General Secretary, Moderator of Trustees and other staff colleagues, briefing and liaising with the Union’s external advisors when needed.
4. To play a role alongside senior colleagues in the leadership of the Baptist Union Corporation (BUC).
5. To act as the authorising solicitor for all solicitors in the team.
6. **Key Responsibilities**

In broad terms, we see the following as the key responsibilities of the role:

* Management, motivation and support of the Legal Services Team, including their work for several Associations and Trust bodies.
* Meetings and external relationships, including legal reports to BUGB Trustees and preparation of all BUC board and committee papers and all associated correspondence.
* Other charity, governance and legal work in support of the team as necessary.
* Charity Law and church governance issues, charity registration, church health & safety and community projects and internal and external communications.
* To deliver training to churches on a range of issues including live webinars.
* To maintain and develop the series of legal guideline notes for churches published by the BUC, introducing new titles as needed.
* To promote best practice in the way in which churches operate.
* Data protection officer for BUGB.
* Taking responsibility for managing relationships with external firms of solicitors.
* Contributing to reviews of external firms of solicitors from time to time.
* Taking a lead on litigious matters involving the Union.
* Advising on reputational risk.
* When required, providing legal advice and perspective on issues relating to the conduct and discipline of ministers, including safeguarding concerns.
* Working with colleagues to liaise with regulatory bodies on behalf of the Union (e.g. Charity Commission, ICO).

**Changes to this role profile**

This role profile is designed to be illustrative rather than exhaustive. The Baptist Union may add to the responsibilities of the Legal Services Manager any tasks or activities that they see as relevant and appropriate to the role and will discuss any such additions with the post-holder.

**C Culture and Working Style at BUGB**

Across our Union our culture and working style is still developing, and can be best described in the following words:

**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)

We expect all staff working as part of the national specialist teams to model high standards of professional and personal behaviour, and to work in ways that demonstrate our values to those we work with and support.

**D Personal Attributes and Experience**

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| **Essential** * Have a keen legal mind
* Have the ability to learn and develop a wide knowledge base as an advisor and support to many of our Union’s bodies and churches.
* Possess the intellectual capacity to grow comfortable and conversant in all aspects of legal work for a Christian denomination and medium sized charity within the charity sector
* Be a committed Christian, this being an occupational requirement for a management role in a Christian denomination, with a record of Christian service in a local church. We expect you to be fully supportive of, and committed to the outworking of our vision and mission statement
* Be able to represent the Baptist family well and make complex legal issues accessible in ‘plain English’. Whether with BUGB staff, churches, associations or at BUC Board meetings, be able to present and explain matters with confidence and clarity.

**Desirable** * Previous experience in management of projects and teams
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| **Knowledge and Abilities** * Relevant legal qualification (qualified solicitor, legal executive, company secretary)
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| **Personal Qualities**  You will need to be good with people, at ease socially, with a broad awareness of the church and charity environment in which we work. That will include a familiarity with areas such as current and upcoming legislation and understanding of current and developing church structures and operations.Be a well-rounded individual, someone with wisdom and leadership gifts, a man or woman of faith who welcomes the opportunity to serve our wider Baptist movement. |

**Not sure you tick all the boxes?**

No-one will be equally strong in all these areas, so our desire is to encourage an early conversation, if desired, prior to application. We are committed to providing good training and development support to the right person, and it may be that we can work with you to prepare you for some of the responsibilities of the role.

**Equality and Diversity**

We are keen to find the best possible candidate for this role, and we positively welcome applications from those in under-represented groups, including women, those from the ethnic minority communities and people with disabilities.

**Salary and practical arrangements**

This role is offered on a full-time basis for 35 hours each week, with working hours spread across 5 days, Monday to Friday. The role is based at our modern offices at Baptist House in Didcot, although we do offer the facility for some home-based working as part of the normal working week.

The full-time starting salary for the role is £45,000 per annum.

We also offer a range of staff benefits including:

* a contributory pension scheme, which includes life assurance cover and income protection insurance.
* free on-site car parking.
* an electric car leasing scheme.
* a voluntary benefits package (Perkbox) that gives discounts for a wide range of everyday expenditure (e.g., supermarkets, high street retailers, restaurants, cinema tickets).

We provide good training and development support for new joiners, and on an ongoing basis, as well as regular feedback on performance and progress.

Full time senior staff are entitled to 25 working days’ holiday per year in addition to 8 public holidays, with 6 additional leave days usually granted on the day following Easter Monday, the day following the Spring Bank Holiday, the day following the August Bank Holiday, and the period between Christmas and the New Year. This totals 36 days each year. Entitlement is calculated on a pro rata basis for part-time employees. You will be paid for all authorised holiday and public holidays at your current basic rate of pay.

Our working environment is friendly and supportive, and the Legal and Operations team are an experienced team who have been together for some years.

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**How to apply**

If you would like to express your interest, please send details of your work and career to date and a covering letter outlining your interest by email to Rachel Stone (rstone@baptist.org.uk), our Union’s HR Team Leader, who will be coordinating the appointment process. Electronic responses will make it easier for us to share information amongst those involved in the appointment process.

We would be particularly keen to understand:

* Your current role and previous relevant experience
* Your interest in this role and how you see that this would be a good next step

We are not worried about the format or length of your letter, but we would encourage you to be clear and concise, so that we can easily recognise your skills and strengths.

We ask for details of three referees (including email addresses), one of which should be in leadership of your church. Please indicate if we can take up any or all these references prior to interview, otherwise any offer will be subject to satisfactory references.

If you would like to have an informal conversation about the role before expressing your interest, please contact Niki Kenna (opportunities@baptist.org.uk) who can arrange a time for you to speak with Chris Jones, our Support Services Team Leader.

**Selection And Decision**

The closing date for applications is Monday 2 December 2024. After a shortlisting process, we will hold initial interviews online. This will be followed by a face to face interview with a small panel, and there will be opportunity to meet with members of the Legal and Operations Team. You will be asked to give a presentation as part of this process and will be given more details nearer to the time.

We will also ask you to write a reflective piece about a current legal issue that affects our churches.

**Induction**

Recognising the complex nature of our Union, the seniority of this role and the need for good support as the new appointee takes up their role, a full induction programme will be put in place to make sure that our new appointees have good background information and understanding before they start with us.

We look forward to hearing from you.