

SCBA Safeguarding Advisor: Job Description

Title: Safeguarding Advisor

Responsible to: Designated Regional Minister (Lead for Safeguarding)

Salary: £8,326.80 per annum for 12 hours per week (FTE £27,456 / £13.20 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 on-going support to churches managing a safeguarding issue.
- Oversee and manage safeguarding training programme for member churches, using the Baptist Union's 'Excellence in Safeguarding' training programme and materials (including offering training alongside a team of volunteer trainers)

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 association's churches.
- In conjunction with the Regional Minister for Safeguarding, 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.
- 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.

Risk Assessments 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 supervision and appraisal processes.
- Be able to work flexible hours, including some evening 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 Sept); 2-3 Safeguarding Working Group meetings of 60 - 90 minute duration; 2 trainers' meetings of 60 – 90 minute duration. Some of these will be via video conferencing.*

*** An applicant who already has another part-time safeguarding lead role in another context (eg 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:

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| Appointment: | Fixed Term, initially for a period of 3 years |
| Hours of Work: | An average of 12 hours per week, generally worked during office hours, although some evening and weekend work will be required |
| Salary | £8,326.80 per annum for 12 hours per week (FTE £27,456) |
| Pension: | There is a contributory pension scheme to which all eligible employees will be auto-enrolled. |
| Leave: | 5 weeks pro-rata |
| CPD: | Appropriate development will be agreed with the Line Manager |
| Probationary Period: | This post is subject to a probationary period of 6 months. |

A mobile telephone and appropriate computer solely for Association. The post has been identified as one which is eligible for an Enhanced DBS 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 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 | 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 | |

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| | 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 Baptist Union of Great Britain. Able to work flexibly, including at weekends and evenings when required Have good relational skills. | |

How to Apply:

To apply please send your CV and a covering letter addressing what excites you about 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 a full job description and details of the application procedure please visit the website:

For more information you can contact Rev Hayley Young via email at h.young@scba.org.uk

Start date: To be negotiated with the successful candidate (ideally January 2025).
Application Deadline: 12noon on Thursday 28th November 2024
Date of interviews: Friday 13th December 2024