



Eastern
Baptist
Association



JOINT CENTRAL BAPTIST / EASTERN BAPTIST ASSOCIATIONS SAFEGUARDING OFFICER

Central Baptist Association (CBA) covers churches in the historic counties of Bedfordshire, Buckinghamshire, Hertfordshire and Northamptonshire.

Eastern Baptist Association (EBA) covers churches in the historic counties of Cambridgeshire, Essex, Norfolk and Suffolk.

Job Description

Location: Home based (predominantly, but willing and able to travel to the region for meetings from time to time)

Purpose and Objective: To take a lead for the Associations on issues relating to safeguarding and the protection of children, young people and adults at risk. To provide safeguarding advice and support to member churches of the Associations.

Responsible to: Line Manager

Responsible for: Oversight and support of the Associations' safeguarding trainers and resourcing of other safeguarding volunteers or workers

Regular Working Relationships:

Church Designated Persons for Safeguarding, trustees of the Associations, 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 Safeguarding Officer for the Associations will work closely with the Regional Teams to provide good quality safeguarding guidance and support to churches within the Associations. This will be achieved by making provision for regular safeguarding training at BUGB Excellence in Safeguarding level 2 and 3 across the Associations; complying with the Baptist Union of Great Britain safeguarding policies and procedures; adhering to legal requirements on all matters of safeguarding; staying up to date with national safeguarding standards and reviewing/creating policies and advice accordingly; providing good quality advice, guidance and support regarding safeguarding concerns raised by a church or individual and also by identifying and supporting others responsible for safeguarding in the Associations.



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Main Responsibilities

Providing advice and guidance

1. a) Be available to offer 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. Seek advice from BU national team in more complex situations. Matters relating to accredited ministers should be referred to the BU national team.
b) Accurately record advice given on behalf of the Associations and seek out written confirmation of subsequent actions. Report any concerns to a Regional Minister Team Leader in the first instance.
2. Be available, bearing in mind the limitations of employment hours and geographical location, to attend meetings and represent the Associations with statutory agencies as part of the escalation of concerns to the Associations. Empower and support church safeguarding teams to attend in the first instance. Many meetings are now held online.
3. Support and co-operate with statutory agencies during their investigations, in line with good practice guidelines on safeguarding and confidentiality.

Compliance with policies and strategies

4. Have oversight of the compliance of the Associations with national and local safeguarding policy and procedures.
5. Support churches to ensure that they have and maintain good practice in safeguarding arrangements, in line with national and local safeguarding policy and procedures.
6. Ensure that written records of all safeguarding work at Association level are maintained in line with good practice guidelines on confidentiality and data protection.
7. Attend the National Safeguarding Contacts Group and other meetings as required, bearing in mind the limitations of employment hours, and ensure feedback and minutes from the meeting are communicated to the relevant parties in the Associations.
8. Attend regular update meetings with line manager and others from the Associations to provide opportunity for regular feedback, sharing of information and coordinating action.

Developing Good Practice and Delivering Training

9. Keep up to date with current and developing policy and practice issues at a local and national level.
10. Maintain as regular contact as possible with the Designated Person for Safeguarding (Designated Safeguarding Officer) within the churches of the Associations.
11. Oversee the delivery of the BUGB Excellence in Safeguarding Training Level 2 and 3, ensuring that the Associations' trainers are competent to deliver the material effectively and to a high standard.
12. Ensure there are sufficient trainers in the Associations 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.
13. Recruit, support and oversee others who may assist with safeguarding in the Associations.
14. Promote good communication and effective information sharing throughout the Associations and the National Safeguarding Team, including a proper understanding of confidentiality and duty of care.



- 15. Monitor, review and develop good safeguarding practice and policies within the Associations as required.
- 16. Engage in regular supervision as arranged by the Associations.

General

- 17. Implement and follow policies and procedures of the Associations.
- 18. Provide information, regular updates and an annual report on issues and activity to the Associations' Councils.
- 19. Be committed to continuing professional development, undertake training as necessary and engage with the Associations' supervision and appraisal processes.
- 20. Be able to work flexible hours, including some evenings and weekends.

Commitment to Christian faith:

It is expected that the post holder will be fully in sympathy and committed to the Christian aims and objectives of the Associations and the Baptist Union of Great Britain (BUGB).

Person Specification

<u>Attributes</u>	<u>Essential</u>	<u>Desirable</u>
Relevant training and education	Trained, or willingness to train, to Level 3 BUGB Excellence in 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	Knowledge of HR processes in relation to safeguarding allegations and conduct enquiries
	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	



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<u>Attributes</u>	<u>Essential</u>	<u>Desirable</u>
	<p>To be able to provide advice and guidance to others regarding safeguarding situations</p> <p>Able to oversee, guide and support the work of others</p> <p>Able to work with statutory agencies in line with national safeguarding guidance</p> <p>Able to maintain clear records in line with Government guidelines and requirements.</p>	
<p>Skills and Competency</p>	<p>Able to clearly communicate with a wide range of people online, verbally and in writing</p> <p>Able to maintain accurate records of attendance at training events and safeguarding incidents</p> <p>Good IT competency, especially Microsoft Office Suite (Word, Excel, PowerPoint)</p>	
<p>Personal Qualities</p>	<p>In sympathy with the Christian aims and objectives of the Central Baptist Association and Baptist Union of Great Britain.</p> <p>Able to work flexibly, including at weekends and evenings when required</p>	<p>A clean driving licence</p> <p>Local to the CBA / EBA region, or willing to travel into the area for face-to-face meetings with Associations bodies and others from time to time as required.</p>