

## The Baptist Union of Great Britain (“BUGB”)

### Role Profile – Legal and Operations Paralegal

Job title:	Legal & Operations Paralegal
Reports to:	Legal Services Manager
Direct reports:	None. Member of the Legal and Operations team.
Location	Didcot, Oxfordshire with flexible working arrangements

#### A Main Purpose and Context of the Role

The Legal & Operations Paralegal is a new role within the Legal and Operations team, which forms part of the Support Services Team for BUGB. The Paralegal will provide support across the legal team, including to the Senior Solicitor and the Legal Services Manager, both practising Solicitors. The role will entail giving legal advice on a broad range of matters and support to Baptist churches. The Paralegal role will focus on the following:

1. Responding to queries from churches, Regional Associations and other Baptist Trust Corporations – liaising with their Charity Trustees, usually the Minister, Church Secretary or Treasurer, to deliver appropriate advice and guidance;
2. Legal research and offering preliminary advice and support to the legal team on a range of legal, charity and property and trust matters;
3. Assisting with the preparation of written legal guideline leaflets for churches;
4. Assisting with reviewing church charitable property deeds to advise in relation to use of the property, sales and purchases, and expenditure of trust funds;
5. Assisting with data protection queries from churches and providing support for BUGB to respond to individuals’ rights of access requests;
6. Assisting the Commercial and Church Support Manager with legal matters relating to closed church properties.

#### B Key Responsibilities

1. Providing detailed advice to churches on a range of legal matters including:

- a. Assisting with enquiries concerning land ownership, sale and purchase of property, boundary issues, restrictive covenants, easements, party wall agreements, statutory requirements;
  - b. Reviewing church trust deeds and advising churches on their practical application and use of trust monies;
  - c. Assisting churches with enquiries concerning their charitable structure, the operation of their church charity and good governance;
  - d. Supporting the Data Protection Officer with data protection matters and handling Data Subject Access Requests;
  - e. Providing advice in relation to church amalgamations and the relevant church property trusts;
  - f. Reviewing church correspondence files to understand any prior history to a church matter.
2. Reviewing and drafting amendments to online Guideline Leaflets for churches and other Support Services Team publications, under the supervision of the Legal Services Manager or Senior Solicitor, to incorporate legal advice, in addition to guidance on best practice and signposting other sources of information for churches.
  3. Using the Land Registry Business Portal to check Land Registry titles and related queries and assisting the Legal & Property Officer with Land Registry applications and Declarations of Trust.
  4. Keeping up to date with legal developments and new legislation, including attending relevant trainings and webinars, to be able to provide relevant and up to date guidance to churches and the legal team.
  5. Carrying out legal research using Lexis Nexis and preparing written research notes for colleagues.
  6. Assisting with the preparation of written reports for Boards of Directors/Trustees as required.
  7. Liaising with BUGB professional advisers, including Solicitors and Surveyors and other external bodies as required.

### **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 Paralegal 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:

“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

We will be looking for a range of skills, experience and abilities for this role, which are summarised below:

### Skills and Experience

#### 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 be conversant in property, trusts and charity law, and wider governance issues relevant to a medium sized charity within the charity sector
- To be able to make complex legal issues accessible in "plain English" and be able to explain matters with clarity.

#### Desirable

- Experience in property law and Land Registry applications
- Experience in data protection law
- Familiar with using Practical Law or Lexis PSL online legal research tools
- Relevant experience in a charity context e.g. as a trustee or volunteer

### Knowledge and Abilities

#### Essential

- Relevant legal qualification (Legal Executive, Licenced Conveyancer, successful completion of the Legal Practice Course, a law degree or Post-Graduate Diploma in Law) or relevant experience as a paralegal in a legal practice
- Relevant research skills (research, collating and explaining legal issues)
- IT literate

### Personal Qualities

- You will need to be good with people and comfortable offering advice to a broad range of recipients. You will need to have a good awareness of the church and charity environment in which we work.
- Be a team player who can work well under pressure, multi-task and handle a wide variety of work and enquiries from member churches.
- Accuracy and high levels of attention to detail.

### **Christian ethos**

The Baptist Union of Great Britain is an evangelical Christian denominational body and as such, it is important that you can show an understanding of the ethos and values that we work to, as described earlier in this role profile.

### **Salary and practical arrangements**

This role is offered on a full-time basis, Monday to Friday 9am to 5pm, to start as soon as possible.

The starting salary for the role is £27,250 per annum, plus benefits include pension contributions and 22 days holiday entitlement (plus public holidays).

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

### **How to apply**

To express your interest, please send a current copy of your CV and a covering letter explaining why you are interested in the role to Rachel Stone, HR and Safeguarding Team Leader, at the email address or postal address shown below:

Email: [opportunities@baptist.org.uk](mailto:opportunities@baptist.org.uk)

Post: HR Team  
Baptist House  
PO Box 44  
129 Broadway  
Didcot, Oxon  
OX11 8RT

If you would like to discuss the role before applying, please contact Damien Miller, our Legal Services Manager, on 01235 517754.

Closing date for applications is Monday 10 February 2025 and first interviews will take place at Baptist House at the address above on Tuesday 18 February 2025 .