



PENSIONS MANAGER

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PENSIONS MANAGER

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ENABLING MISSION

Welcome!

OUR UNION

The Baptist Union of Great Britain links more than 2,000 churches, 13 associations and 5 colleges across England and Wales. We are in exciting times, and our life together continues to be rich and varied. You can see more about our current work and the rich diversity of Union life on our website at www.baptist.org.uk. One of the ways that the Union seeks to serve the Baptist Family is through group facilities, such as the Baptist Pension Scheme. For many decades this has helped ministers and staff prepare for retirement while pursuing mission, first as a Defined Benefit (DB) scheme and more recently through Defined Contributions (DC).

THE BAPTIST PENSION SCHEME

The Scheme has been through many stages over its life and has faced some major challenges in addressing funding shortfalls and increased regulation in recent years. Our present Pensions Manager joined this journey in 2013 and has led the way through a period of major consolidation and development in the areas of DB administration, debt management, governance and investment review. The 'Family Solution' agreed at the latest actuarial valuation means the Scheme is well placed for the next stage of its journey. As well as following through on the DB solution, we are looking for someone with a passion to deliver a good quality DC service for our churches, their ministers and staff.

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.

Chris Maggs, Moderator for the Trustee Board of the Baptist Pension Scheme

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Our vision, culture and current priorities

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, to 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)

Pensions Manager

ROLE PURPOSE

To be the central point of contact and action to ensure the smooth operation of the Baptist Pension Scheme, working alongside the Scheme's Trustee Board, its advisers and service providers. By this means, to enable the Baptist Family to manage its pension commitments. Although the role is Pensions Manager to the Trustee of the Baptist Pension Scheme, for administrative reasons the formal contract of employment is with the Baptist Union of Great Britain.

SCHEME CONTEXT

The Baptist Pension Scheme (BPS) is one of the largest multiple employer pension schemes in the UK in terms of the number of employers participating. It is:

- the main means of retirement provision for circa 2,500 members, the majority of whom are Baptist ministers;
- the main pension provider to circa 1,400 employers, spread across England, Scotland and Wales, the majority of which are Baptist Churches;
- operating two tiers of DC provision, including one designed for auto enrolment, alongside death benefits. Employer contributions also provide income protection insurance for Scheme members;
- managing a DB deficit through a range of contribution and debt payment arrangements developed around the unique nature of Baptist churches.
- investing around £250m of DB assets on an ethical basis and £35m of DC funds;
- operating in a complex and fast changing legal, political and economic environment and subject to a wide range of regulatory obligations;
- required to provide a high quality and cost-effective service to both members and employers;

The Baptist Union Staff Pension Scheme (BUSPS) is a closed DB Scheme with 16 participating employers. It is expected to be fully wound up by early 2019.

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KEY RESPONSIBILITIES

- 1** Deliver and further develop a market competitive, high quality DC Plan that meets performance, quality and customer care targets, complies with industry standards and responds rapidly to legal and economic change. This requires broad knowledge of the DC pensions market, close liaison with the professional advisers and the administration/investment providers, as well as supporting the Trustee in its oversight role. A full review of the DC part of the Scheme is just beginning in conjunction with the Employers Group. As a non-associated multi-employer scheme, BPS is having to apply for Master Trust approval during 2018/19.
- 2** Manage the run off of the Defined Benefit Plan within the BPS. A recovery plan running to 2028 has recently been agreed with the BUGB as part of a package (the 'Family Solution'). Various options exist to help employers manage their liability and settle their debts. Management expertise is required to co-ordinate the large number of employers. A full-time role of church liaison officer currently exists but this is expected to phase down to part-time from January 2019 and end altogether at the end of 2019 as the historic cases are dealt with.
- 3** Deliver and further develop a comprehensive and customer focused service to members and employers, including the resolution of pension queries and effective communication of pensions guidance and education materials. This requires strong oversight of the administration services currently provided by two firms and the ability to produce bespoke communications to members in a timely and effective manner.
- 4** Management of all outsourced professional and administration contracts to ensure effective delivery of services within agreed service standards. Ensure there is regular and effective communication between the Scheme's professional advisers.
- 5** Development of and ongoing compliance with the Scheme's risk and governance policies. Ensure that policies comply with tPR guidance. As well as requiring good knowledge of industry best practice this role involves close liaison with the Trustee.
- 6** Provide secretarial support to the board of Baptist Pension Trust Limited including guidance on pension matters and ensuring the completion of all relevant returns and surveys for regulatory bodies, within the timelines set such as HMRC, PSA agreement, Pensions Regulator. The formal role of Company Secretary is outsourced from October 2018.
- 7** Own and deliver specific pensions-related projects as required, such as, but not limited to, deficit reduction exercises, implementation of legislative changes and tPR's guidance and administration related projects.

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- 8** Lead the Pensions Team and ensure all team members are appropriately skilled, coached, motivated and supported. In addition, identify and implement any strategic changes needed in the structure of the team. The current team consists of the Pensions Manager, a full-time and church liaison officer (focused on DB debt management) and part-time administration support.
- 9** Personal involvement in the most complex employer queries in relation to the DB Plan, including visiting employers where required.
- 10** Occasional involvement in employer or member presentations.
- 11** Set and deliver budgets within agreed levels.

Changes to this role profile

This role profile is designed to be illustrative rather than exhaustive. BUGB or the Pension Trustee may add to the responsibilities of the Pensions 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.

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What are we looking for?

We are seeking well-rounded individuals; people with wisdom and the ability to keep calm when others are not; women and men of faith who see the value of the inter-connectedness of Union life. We hope that you will bring a blend of skills, experiences and character traits that will allow you to thrive and flourish in the Baptist environment. Your character is as important as your professional skills.

Christian service and commitment

The nature of this appointment means that a good understanding of Baptist churches is a requirement, alongside a sympathetic understanding of Christian principles. Involvement in a church and a Christian commitment is an advantage.

Time commitment

Although this is currently a full-time role we are prepared to consider a 4 day per week appointment. Attendance at Trustee meetings and meetings with advisers will be required, typically in London, Birmingham, Didcot and Bristol. Otherwise it will be possible to work from home, although the option of working at Baptist House in Didcot is available and may be beneficial.

Professional background

The ideal candidate would be someone with experience in the pensions field, preferably as a pensions manager.

Building relationships

We expect you to give time to creating strong working relationships with the Trustee Board, relevant Union staff, the professional advisers and service providers at all levels.

You will have excellent communication skills, and be able to demonstrate your ability to get across consistent messaging in a wide range of formats and channels. You will be someone who can keep calm and focused when others are finding it difficult to do so.

Working Style

This is a busy and varied role and you will need to enjoy both working collaboratively with others and taking the initiative to drive projects forward independently. You will need to be organised, self-motivated and available to others on a regular basis.

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 particular responsibilities of the role.

Terms and conditions

SALARY

The remuneration package for this post is between £40,000 and £45,000 depending on experience. We offer 25 days per annum annual leave, plus enhanced public holidays.

BAPTIST PENSION SCHEME

You will be automatically enrolled into the Baptist Pension Scheme Defined Contribution arrangement. Our staff section currently requires 8% from the employee matched by 6% from the employer into your account. Additional employer contributions provide 4x salary life assurance and income protection cover in case of long term ill health.

OTHER BENEFITS

We offer a number of other benefits to staff including:

- Flexible working arrangements
- Child care vouchers through salary exchange
- A Cycle to Work scheme, through salary exchange
- Support for personal and professional training and development
- An Employee Assistance Programme providing advice and support on personal, family and work related issues

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Next steps

EXPRESSING YOUR INTEREST

If you would like to express your interest, please send a full CV and a covering letter outlining your interest by email to Rachel Stone, the Union's HR Manager, 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.

Contact details: opportunities@baptist.org.uk

Telephone: 01235 517730

We would be particularly keen to understand:

- Your current role and previous relevant experience
- Your interest in this role

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 a current or recent employer. Please indicate if we can take up any or all of 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 Mark Hynes (Pensions Manager) on 07879 690918 or Chris Maggs (Moderator for the Trustee Board) on 07864 515865.

SELECTION AND DECISION

The closing date for applications is Monday 19 November 2018. After a shortlisting process, we will hold an interview and selection day at Baptist House in Didcot, Oxfordshire on Thursday 29 November. Interviews will be carried out by a small panel, including the current Pension Manager and the Moderator.

INDUCTION

It is intended that the new appointment will overlap with the existing Pension Manager so that a full transfer of information and processes will be provided.



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