

The Baptist Union of Great Britain (BUGB)

Role Profile – Property Paralegal

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

A Main Purpose and Context of the Role

The Property Paralegal is a new role within the Legal and Operations team, which forms part of the Support Services Team for BUGB. The Property Paralegal will provide support to the Legal & Property Officer and the Legal Services Manager, both practising Solicitors, as well as the wider team. The role will entail giving legal advice and support to Baptist churches with a particular focus on property and trust queries for churches in trust with the Baptist Union Corporation Limited (BUC). The Property Paralegal role focuses on the following:

1. Responding to queries from churches – liaising with their Charity Trustees, usually the Minister, Church Secretary or Treasurer, to deliver appropriate advice and support on property-related matters.
2. Legal research and offering preliminary guidance to members of the legal team as well as churches on a range of property and trust related matters, including signposting our Guideline Leaflets.
3. Assisting the Commercial and Church Support Manager with matters relating to closed church properties.

B Key Responsibilities

1. Providing detailed advice to churches on property law and other matters including:
 - a. Assisting with enquiries concerning land ownership, sale and purchase of property, boundary issues, restrictive covenants, easements, party wall agreements, statutory requirements and trust provisions;
 - b. Reviewing church Trust Deeds and Model Trusts and advising churches on their practical application and use of trust monies;
 - c. Reviewing church correspondence files to understand any prior history to a church matter; and

- d. Preparation of Trust Summaries, setting out the key provisions in a church's foundation deed(s).
- 2. Drafting and updating property and trust Guideline Leaflets for churches, under the supervision of the Legal Services Manager or Legal & Property Officer, to incorporate advice 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.
- 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 tasks as needed to progress property transactions for churches in trust with the BUC.
- 6. Advising churches in relation to other legal issues covered by the legal team as required, including directing churches to relevant sections of our other Guideline Leaflets to resolve simpler queries.
- 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 Property 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 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 become comfortable with and be conversant in property law 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

- Expertise in property law and Land Registry applications
- Familiar with using Practical Law or Lexis PSL online legal research tools

Knowledge and Abilities

Essential

- Relevant legal qualification (Legal Executive, Licenced Conveyancer, successful completion of the Legal Practice Course) 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 a 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 part time basis; we are ideally looking for 3 to 4 days a week to start as soon as possible. We would expect a minimum of 15 hours per week and would be able to consider flexible working if required.

The starting salary for the role is based on a full time equivalent of £24,500 per annum. We also offer a range of staff benefits including:

- a contributory pension scheme, which includes life assurance cover
- childcare vouchers scheme
- a Cycle to Work scheme through salary exchange
- a voluntary benefits package (Perkbox) that gives discounts for a wide range of everyday expenditure (eg supermarkets, high street retailers, restaurants, cinema tickets).
- free parking at Baptist House Didcot

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

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 Caroline Sanderson, our Legal Services Manager, on 01235 517746.

Closing date for applications is Monday 8 February 2021 and first interviews will take place (by Microsoft Teams or Zoom) mid February 2021.

January 2021