**RECRUITING SAFELY**

 **Safeguarding Form FC1**

**Job Description**

Note:
Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

**Role: Gift Aid Officer.**

**Group: 5 Workforce (Child/Adult): None**

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| --- |
| Volunteer Role Outline **Role information**: To help the Church develop its mission and ministry by promoting and implementing effective planned giving methods within the church community. To work alongside the Church Treasure.**Location:** **Responsible to:** The Church Council. **Eligibility:** A confirmed member of The Methodist Church**Commitment:** To devote as much time as is required to ensure the fiscal propriety of the Local Church and its community. |

# Key volunteer activities

• encouraging all church members to support the church regularly

• welcoming newcomers and introducing them to methods of planned and tax effective giving

• Encouraging taxpayers to give tax-efficiently through Gift Aid.

• Administering the Gift Aid scheme including making sure Declarations are made properly and records kept

• Administering Gift Aid envelope schemes and regular Gift Aid giving through standing orders

• Submitting Gift Aid reclaims periodically to HMRC

• Sensitively following up those who default on their pledges

• Thanking people for their contributions at least once a year

• Providing progress reports to the Treasurer and Church Council

• Helping people to give one-off gifts (eg donations in memory, shares)

• Keeping up to date with changes in Gift Aid regulations etc

**Personal Skills**

* A good understanding of charity financial regulations and requirements
* Good interpersonal skills
* An ability to prepare formal accounts

**Boundaries**

* The Gift Aid Officer is not responsible for the decision making on how money is raised or spent.

**Safeguarding**

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment.

**GDPR**

Clear understanding of GDPR requirements and the protection of data and personal information is paramount

**Training and support provided**

* Volunteers are supported by the Minister and Church Council
* Volunteers are required to attend safeguarding training; Creating Safer Space- Foundation Module renewable every four years.
* Out of office expenses can be applied for.

**Appointment Period**

Volunteers appointment is for three years with an additional three years on reappointment. It should not continue beyond six years. However, in exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed Date

(Church Council)

I have seen and accept the responsibilities of this role

Signed Date

(Applicant)

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL
MANNER BY THE METHODIST CHURCH

NB All information will be held in accordance with the Data Protection Act 1998