



The United Benefice of Orsett, Bulphan and Horndon on the Hill

Role Description – Gift Aid Secretary

Responsible to:

- The Rector and through him or her to the PCC.

Person specification:

- To be a person of integrity who seeks to serve in a gracious, Christ-like manner, who treats each member of the Parish with respect and dignity
- To support the ministry and mission of the Church through their work
- To uphold the Vision and Values of the Church and support the Rector through prayer and a positive attitude
- To be present, available and reliable
- To maintain confidentiality and share any concerns with the Rector
- To maintain absolute confidentiality about people's donations
- To be numerate, internet and computer literate and have financial competence and accuracy but need not be a qualified accountant
- To be well organised
- To be sensitive to people's personal financial pressures
- To be able to work closely with the treasurer and Rector

The post-holder can be a member of the PCC or be co-opted on to it. As a minimum they should present an annual report to the PCC, highlighting achievements over the past year, and proposed actions for the coming year.

Key roles and responsibilities:

Overall objective: To help the Parish develop its mission and ministry with confidence by promoting and implementing effective planned giving methods across the entire Parish community by,

- encouraging all church members to prayerfully support the church by regular giving
- encouraging taxpayers to give tax-efficiently through Gift Aid, payroll giving Parish Giving Direct Debit Scheme
- To use a hobnob email account for church business
- welcoming newcomers and introducing them to methods of planned giving
- 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 on donations and loose plate collections periodically to HMRC, ideally quarterly.
- sensitively following up those who default on their pledges
- in conjunction with the treasurer thanking people at least once a year if they give regularly, for one off donations a prompt thank you to be sent
- providing progress reports and analyses to the PCC
- helping people to give one-off gifts (e.g. donations in memory, shares)
- sharing good ideas and best practice with local residents and other local churches
- investigating potential new ways of generating regular income for the parish
- keeping up to date with changes in Gift Aid regulations etc.

Safeguarding:

- To read and adhere to all aspects of the Benefice Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role.
- To undertake an enhanced DBS check if required.
- To complete on-line C0 and C1 basic safeguarding training
- To complete a Charity Trustee Eligibility form

Role description reviewed February 2021

Knowing and sharing the love of Jesus in the Church and community



The Church of England
in Essex and East London
Diocese of Chelmsford