

A worshipping, growing and transforming Christian presence at the heart of every community

GIFT AID AND GIVING SUPPORT OFFICER

Grade / Salary: £23,594 (Band 3.1) - £28,034 (Band 3.3)

Hours of work: Full Time - 35 hours per week

Normal place of work: Church House, 90 Deansgate, Manchester M3 2GH

Purpose

To assist the Giving Adviser in enabling parishes to maximise their giving potential through the implementation of modern methods of giving, effective claiming of Gift Aid, training and first line support.

Accountability & Key Relationships

The post is line managed by the Diocesan Giving Adviser. The post holder has key working relationships with volunteers, clergy, lay staff, HMRC and other external partners.

Key Tasks

Administration of Gift Aid Lite scheme

- Prepare and process all relevant online forms to enable parishes to effectively and efficiently claim Gift Aid on their relevant donations
- Submit accurate and timely claims to HMRC and process any tax refunds as appropriate
- Enter giving data for parishes currently unable to utilise the diocese's online donation management system
- Monitor and audit data input into the system and advise churches accordingly to correct/amend data
- Monitor all Tax repayments to ensure they are correct and to liaise with HMRC regarding any non-receipts or inaccuracies
- Ensure the diocese meets the requirements of relevant legislation, by completing the following tasks:
 - Creating, updating and deleting parish, user and donor information, permissions, and records on the diocese's online donation management system
 - Data cleansing paper-based records and personal identifiable information

Parish Support

- Effectively deal with calls and emails from parishes with enquiries about the scheme, the online system and methods of donating
- Provide support, guidance and information to all parishes in the diocese on all aspects of tax-efficient giving
- Ensure parishes are claiming Gift Aid appropriately, effectively and correctly
- Act on behalf of parishes to resolve tax efficient claiming issues by liaising with HMRC
- Assist Gift Aid Secretaries in providing peer-to-peer support to other parishes
- Advise parishes in identifying appropriate methods of giving, and facilitating their implementation, with the appropriate solutions for specific church scenarios
- Co-ordinate quarterly communications on gift aid and giving updates

Training

- Train new Gift Aid Secretaries in the use of the diocese's online donation management system (MyGiving.Online)
- Ensure parish representatives from across the diocese are knowledgeable regarding the essentials of Gift Aid and charity tax legislation, so that all parishes can claim donations accurately and tax efficiently
- Assist in the development of training materials and delivery of training for Clergy and Authorised Lay Ministers on generosity and thankfulness

Documentation

- Create and update a variety of documents, including:
 - Volunteer role profiles
 - Generosity and thankfulness materials
 - Guidance documents on which donations can be claimed tax efficiently
 - My Giving Online user guides
 - Relevant sections of the diocesan website and Contact Management System

Scheme Promotion

- Encourage parishes to join the Gift Aid Lite scheme
- Assist in the promotion and take-up of the Gift Aid Lite Regular Giving Initiative

Work with External Partners

- Work in partnership with HMRC to ensure data cleanse exercises are completed to maintain compliance and accuracy of data
- Evolve and deliver a clear plan to provide an audit function for tax efficient giving across the diocese, in partnership with HMRC
- Provide operational and development feedback to system suppliers and other external partners

Person Specification

Key: (AF) Application Form; (I) Interview; (T) Test

	Essential requirements	Desirable requirements	Method of assessment
Qualifications			
A levels or equivalent qualifications / experience	E		AF
Experience			
Experience of working in the charitable sector	E		AF/I
Experience of providing support to medium-large scale IT, finance and/or training projects	E		AF/I
Experience of working with volunteers	E		AF/I
Experience in implementing new channels of giving	E		AF/I
Experience of working or volunteering in a fundraising capacity		D	AF/I
Knowledge and skills			
Excellent knowledge of Gift Aid, GASDS and charity tax legislation	E		AF/I/T
Excellent communication and interpersonal skills including public engagement and presentation skills	E		AF/I
High confidence as an online user and administrator	E		AF/I
Excellent IT skills including Microsoft Office	E		AF/I/T
Knowledge of data protection regulations	E		AF/I
An appreciation of the diverse communities in the Diocese	E		I
Sympathy with the aims and values of the Church of England	E		I
Work related Circumstances			
Willing to attend evening and weekend meetings and events – with notice	E		I
Willingness to travel to meetings (car not essential)	E		I
Flexibility to work from various locations including own home		D	I
Holds a full UK driving licence		D	AF

Summary of Terms & Conditions of Employment

Employer:	Manchester Diocesan Board of Finance (MDBF)
Line Manager:	Diocesan Giving Adviser
Probation:	Appointments subject to a 6-month probationary period
Location:	The post is based at Church House, 90 Deansgate, M3 2GH
Hours:	Full Time - 35 hours per week, flexi-time policy in place
Pension:	The MDBF offers membership of the Church Workers Pension Fund– Pension Builder Classic product

Closing Date

Completed applications should be submitted to jobs@manchester.anglican.org by **12:00 noon on Friday, 8th January 2021**

Interviews will be held on Friday, 22nd January 2021.