

JOB APPLICATION PACK

Donations Administrator

APPLICATION DEADLINE

14 July 2025



Hello and welcome!

Join Us as a Donations Administrator – Make a Meaningful Difference!

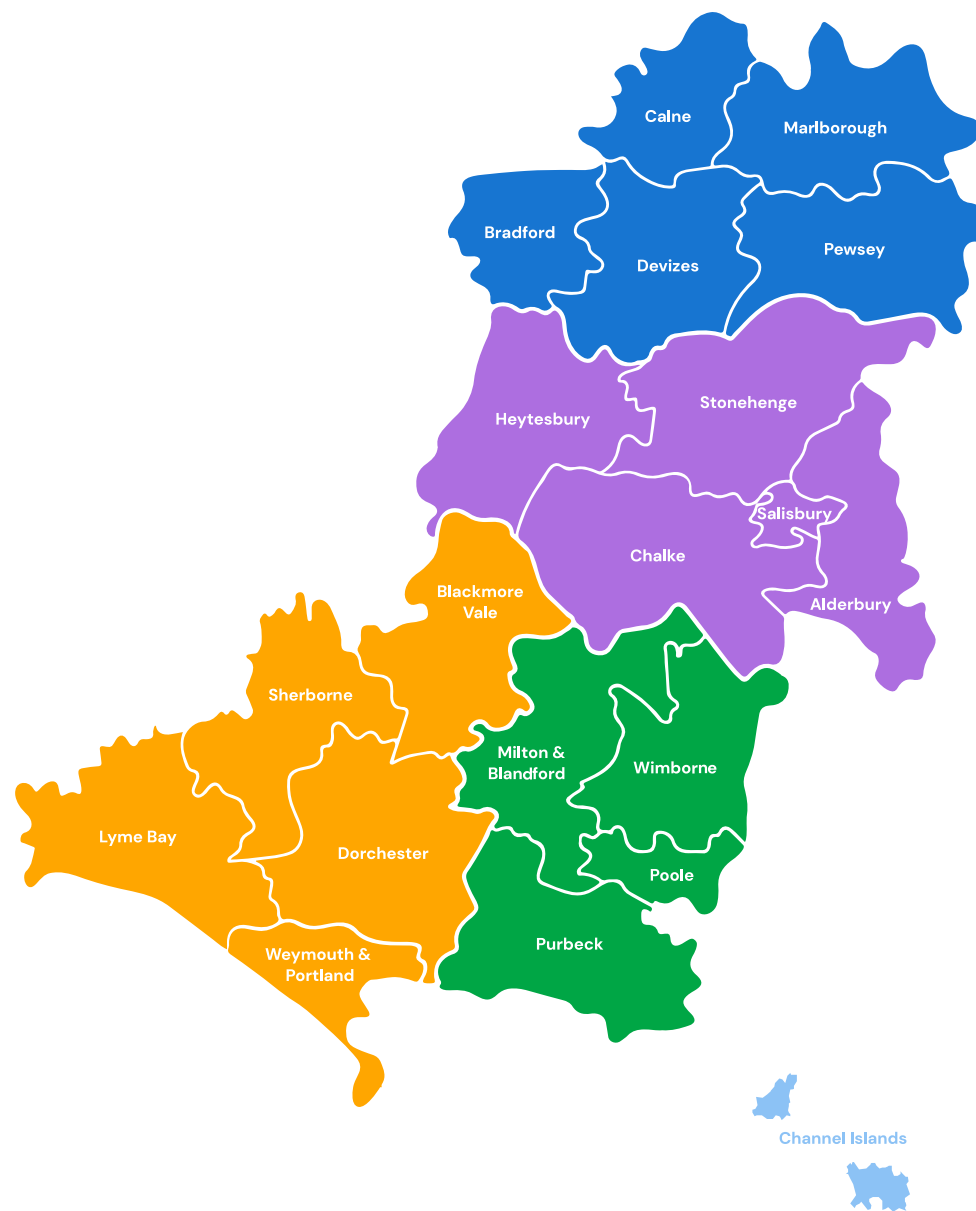
Are you highly organised, detail-oriented and passionate about using your skills and experience to serve? And make real impact behind the scenes?

We have an exciting vacancy for a Donations Administrator to join our dynamic Finance team.

The Donations Administrator will work with the Finance Team to provide support to the Salisbury–Sudan Partnership initiative. The Salisbury Sudan partnership is a mutually beneficial partnership between the Diocese of Salisbury and the Episcopal Church in Sudan and South Sudan.

Celebrating over 50 years of connection with the Episcopal Church in Sudan and South Sudan, our Partnership thrives on prayer, dialogue, and practical support. You'll play a key role in this by ensuring that every donation is carefully acknowledged and recorded, helping us sustain these deeply rooted relationships.

This role will be responsible for managing the correspondence between the Finance Team, the Committee members and the donors of the initiative. The preferred candidate will deploy their data entry, record management and communication skills to ensure that the stewardship activities and processes of the Salisbury–Sudan Partnership remains effective. If you're detail-oriented, organised, highly literate and numerate and able to thrive in a fast-paced environment, we'd love to hear from you.



Our vision and priorities

The Diocese of Salisbury (a geographical area under the pastoral care of a bishop) is a Christian community of churches, schools and chaplaincies serving more than one million people. For more than 900 years we have been a regional presence of the Church of England, with a history of serving our communities. Today, as always, we are committed to encouraging people to explore their faith in Jesus Christ and discover how God's love can transform lives. We hope that you will join us in this important conversation.

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now.

We pledge ourselves to action through:

- Creative partnerships in local mission
- Courageous Christian leadership
- Working for justice
- Climate action
- Financing the future sustainably

As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



Background Information

The role

The role is offered as a **permanent part-time role, that can be worked flexibly over 7 hours per day or 3.5 hours across 2 days**. We provide a supportive workplace culture and are committed to sustainable work/life balance. The role is offered on an office based working arrangement.

What we offer

We offer a competitive and attractive compensation and benefit package. In addition, we provide a non-contributory pension scheme of 10% pension contribution (comprising 9.5% pension; 0.5% death in service cover); and which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

We offer 28 days paid annual leave, which is inclusive of 4 days office closure during Easter and Christmas. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

Time Commitment

Job role: Donations Administrator

Hours: 7 hours p/w (with options of working 3.5 hours per day across 2 days)

Duration: Permanent

Salary: £28,254 – £29,741 per annum
(Grade 5D to Grade 5E) full time equivalent

Team: Finance Team

Candidates will need to have a full driving licence and have access to a vehicle to carry out their role, an expense process is available.

Job Description

Job Purpose

The Donations Administrator will work with the Head of Finance, to provide support to the Salisbury–Sudan Link donors to improve the administration of the funds and the associated activities and correspondence with its donors.

Roles & Responsibilities

Donations and Database Administration

- Ensure donations are properly acknowledged and donors are sensitively thanked for their contributions. Communicate with donors in a warm and professional manner.
- Ensure that all donations are accurately recorded in the financial system and the correct coding is applied for reporting and Gift Aid purposes.
- Ensure personal data held for the purposes of processing payments is treated securely and appropriately to comply with GDPR.

Donations Reconciliation

- Reconcile donations to income received per the bank statements

and other applications, e.g. Give-A-Little and Parish Giving Scheme.

- Maximise the reclaim of Gift Aid by preparing the timely submission of claims in line with HMRC requirements and keep appropriate records.
- Identify and implement opportunities to improve processes where possible to ensure donations are managed correctly and as efficiently as possible.

Correspondence Management and Liaison

- Liaise with relevant churches (or other events coordinators) where a Sudans Partnership collection is due to take place and ensure the local treasurer (or events coordinator) is clear about the process, has the necessary information and provides the collection moneys and associated documentation as soon as is practicable.
- Assisting in the collection, counting and banking of cash from donations.
- Attend the Sudan Committee meetings, which usually holds

quarterly, and action assigned tasks arising from the meeting.

- Liaise with the Chairs and when necessary committee members of the Salisbury–Sudans Partnership and the Sudans Medical Link (SML).
- Liaise with the Givings Team or other teams within the DBF on projects or assignments of mutual benefits across the teams.
- Liaise with the Parish Services Team to receive and address correspondence received on behalf of the Salisbury–Sudans Partnership Link.

Personal specification

Qualifications & training required:

Essential:

- Good standard of English and Math's such as educations to GCSE level or equivalent.
- Proficiency in the use of Microsoft Office suite, particularly Excel, Word, Outlook and Teams.

Desirable:

- Basic knowledge of accounting principles, software and systems.

Experience

Essential:

- Experience of working as an Administrator in a busy team.
- Experience dealing with and relating to different stakeholder groups both in-person and remotely.
- Experience capturing data from different input source and standardising the data into one system.
- Good organisational skills and ability to manage multiple tasks and deadlines.
- Ability to work independently and as part of a team.

Desirable:

- Experience working within a not-for-profit organisation.
- Experience reporting the financial activities of a Grant or Fund for a not-

for-profit organisation.

- Experience in using bespoke data bases

Competencies & Behavioural requirements

Essential:

- Good communication skills capable of relating well to a wide range of people with varying expectations, whilst applying tact and discretion.
- Strong numerical skills and attention to detail.
- Integrity and commitment to the values and mission of the diocese.
- A proactive and positive approach to problem-solving.
- Ability to work under pressure and meet deadlines.
- Ability to maintain confidentiality and handle sensitive information appropriately and within GDPR.

Desirable:

- Report writing and analytical skills.

Application process

As part of your application please submit the following:

Part 1 – Complete an [Application Form](#).

Part 2 – A Covering Letter of no more than two sides of A4, telling us about yourself, your motivation for applying for the role, and the skills, knowledge and understanding based on your experience you will be bringing to the role. Please use the job description and person specification as your reference.

Part 3 – A current CV

Closing date Monday 14 July 2025, 9am

Shortlisting Monday 14 July 2025

Interviews: Friday 25 July 2025 at Emmaus House, Wilton, Salisbury, SP2 OFG.

The interview process **may be** in two parts:

- (a) A panel interview
- (b) A practical task or exercise to assess certain skills and experience.

Please return applications with supporting documentation by email to:
hadmin@salisbury.anglican.org

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role, please contact the HR team on hadmin@salisbury.anglican.org.

To ensure the fairness of the selection process, shortlisting will be based upon the information you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

We are committed to the safeguarding and protection of everyone within our community.

Whilst this role does not require you to be a practicing Christian, we would request you to be in sympathy with and be comfortable with the aims and ethos of the Church of England, and a basic knowledge of its structures would be desirable, but not critical.



"The Spirit of the Lord is on me, because
he has anointed me to proclaim good news
to the poor. He has sent me to proclaim
freedom for the prisoners and recovery of
sight for the blind, to set the oppressed free,
to proclaim the year
of the Lord's favour."

LUKE 4: 18 — 19

www.salisbury.anglican.org
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