

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: **Gift Aid Administrator**

Why do you need me?

Gift Aid is a Government initiative that allows charities, including Macmillan, to reclaim basic rate income tax on all eligible donations. Processed properly, this means that we can claim an extra 25p on every £1 donated – a massive boost to our income!

We need a volunteer who will enable Macmillan to reclaim these donations by processing the Gift Aid declarations that we receive with donations, including sponsorship forms.

What activities will I be involved in?

- Inputting data into a computer spreadsheet
- Helping to process and collate Gift Aid declarations ready for claiming

Will I need my own transport?

- To get to the Bromsgrove Macmillan office or you could do this work from home if you have access to Excel on your own computer

What skills and abilities will I need to have?

- Basic Excel spreadsheet experience
- Attention to detail
- Accurate data entry skills
- Organisational skills

What are the goals?

- Help to increase income from eligible donations to Macmillan by 25%, enabling us to reach more people affected by cancer who need our support.

How much time should I offer? 1 hours a week or as and when required

What days of the week/time of day would you need me?

- You would need to be available during office hours

Where will I be based?

- If you are working from the office, you will be based in Bromsgrove, Worcestershire.

What are the benefits to me?

- Developing expertise in working with computer spreadsheets
- Developing your admin skills
- Adding to your CV
- Meeting and working with new people
- Making a difference to your local community
- Helping people affected by cancer

Is there an induction and training?

- Information pack and induction provided to help familiarise you with the work of the charity and the fundraising team
- Briefing on Gift Aid income, how it works and how important this is for Macmillan

What ongoing support/guidance will there be?

- Fully supported by the Fundraising Support Assistant and fundraising team
- Opportunities to meet and network with staff and fellow volunteers during the year
- Access to other volunteering opportunities and ways to become more involved with Macmillan

- You will be updated on the success of the team!

Will my expenses be paid?

- We pay volunteers' "out-of-pocket" expenses within agreed guidelines.

What's the next step?

Please go to the link below to apply and return your form to:

Community Fundraising Team
Macmillan Cancer Support
The Old Court House
The Crescent
Bromsgrove
Worcestershire
B60 2DF

[Application form \[word, 348kb\]](#)

For more information please contact 01527 579575 or email: worcestershire@macmillan.org.uk

Date prepared: 19/11/09