Sands

Application Information

**Gift Aid Officer**

**About Sands**

Sands, the stillbirth and neonatal charity, are a well established and widely respected national charity that:

* Supports anyone affected by the death of a baby
* Works in partnership with health professionals to ensure that bereaved parents and families receive the best possible care
* Promotes and funds research and changes in care that could help to reduce the loss of babies’ lives.

Over 30 years ago the devastating impact of the death of a baby on the mother and father was neither widely understood nor acknowledged. For many parents it felt as if their baby had not existed and did not matter. Sands was established in 1978 to change that perception.

Since that time Sands has supported many thousands of families whose babies have died, offering emotional support, comfort and practical help. Working in partnership with health professionals and service providers, Sands has played a lead role in transforming the culture and practice of perinatal bereavement care in the UK.

Whilst the way in which parents and families are cared for and supported has substantially changed, the tragic reality is that large numbers of families continue to be devastated by the death of a baby. In the UK, in spite of medical advances, 17 babies are stillborn or die within the first 28 days of life every day.

Bereavement support for parents who’ve lost a baby and working in collaboration with health professionals, remains at the core of everything that Sands does. But Sands also aims to ensure that there are fewer bereaved parents to support.

Find out more about our work: www.uk-sands.org

**Sands Benefits**

**Pension (non-contributory)**

We consider it important to encourage people to save for their retirement and as such provide staff (after successful completion of a probation period) with a 3% pension contribution paid into an Aegon Personal Pension. Contributions can be invested in a variety of funds according to your investment preference, or alternatively a default fund is available.

**Annual leave**

Staff receive 28 days annual leave plus bank holidays. Staff will be required to take 3 days annual leave during the period between Christmas & New Year.

**Employee Assistance Service**

At times staff members may face and need help with a variety of issues throughout their lives and as part of the commitment to staff members we provide a 24:7 independent and confidential counselling and information telephone service, free of charge. Support is available on a range of issues including legal, financial, emotional, health issues and work related concerns.

**Season ticket loan**

Permanent Head Office based staff are offered the opportunity to take an interest free loan to purchase season tickets for the journey between home and work. Available after a qualifying period.

**About the role**

We are currently looking to recruit a Gift Aid Officer to join the charity’s growing Fundraising Team. We are currently expanding the team considerably and are looking to increase income and this role will be instrumental to increasing revenue from this largely untapped area.

A confident manner and excellent communication skills are vital along with the ability to work as part of a growing team and also on your own and on your own initiative. A good understanding of general fundraising practices is desirable but not essential, although experience of working in a similar role would be ideal. Excellent customer service skills are needed to ensure that Sands continues to maintain and grow at the levels required to maintain the services we provide.

This role offers an excellent opportunity to make a real difference within the charity. Some travel will be necessary, including occasional overnight stays.

**To apply:**

Please return the completed application form and monitoring form to **recruitment@uk-sands.org** by the closing date below:

Closing date: 23rd July 2014

As we have limited staff resources we are unable to provide candidates with feedback about their applications.

Interviews will be held at our Head Office: Sands, 28 Portland Place, London, W1B 1LY

Job Description

**Job Title:** Gift Aid Officer

**Responsible to:** Fundraising Manager

**Location:** Sands Head Office, 28 Portland Place, London, W1B 1LY

**Contract:** Permanent

**Salary:**  £22,000 (plus £3,300 London Weighting Allowance)pro rata per annum

**Hours:** 14 hours per week (9.30am to 5.30pm)

**Main purpose of job:**

The Gift Aid Officer is to be based in London will take responsibility for ensuring that gift aid opportunities are maximised across the Charity, as well as working on regular claims to HM Revenue and Customs. They will be required to research and identify opportunities to maximise income while assisting with the creation and implementation of a Gift Aid Strategy and ensuring the day to day running of this very important area of the charity.

**Principal tasks and responsibilities:**

* Manage all the Head Office administrative processes for Gift Aid, including quarterly reclaim to HMRC.
* Working alongside other fundraising staff to conduct full data testing to ensure accuracy of reporting and taking responsibility for the monthly running of the claim.
* Good understanding of the legislation and guidance relating to gift aid scheme.
* Contact donors and gather the necessary information to complete partially and incorrectly completed Gift Aid forms
* Research and respond to telephone queries from donors regarding Gift Aid form
* Act as a central resource for all Gift Aid queries and working with teams to ensure all statements, data capture and reporting is compliant with HMRC.
* Update the Gift Aid policy documents as required on an ongoing basis and communicate major changes to relevant teams across the organisation.
* Work with the Supporter Care team to ensure that Gift Aid is claimed retrospectively where eligible and that reporting on gift aid campaigns is set up and measured.
* Manage the ongoing central scanning of gift aid declarations and to advise colleagues on correct statement storage.
* Responsible for working with the Fundraising and Finance Managers to identify all donations applicable for Gift Aid and running Gift Aid Claims on a monthly basis and ensuring compliance with HMRC.
* Prepare and submit claims for tax repayment against Gift Aid donations having checked their eligibility for tax reclamation
* Review tax claim reports and supply to the Finance team
* To ensure that the storage of personal data, is in accordance with the Data Protection Act.

**General:**

* Undertake any other work or projects as agreed by the Head of Fundraising & Communications or Fundraising Manager
* Work flexibly with other members of the team
* Maintain confidentiality over personal information relating to staff
* Abide by all Sands Policies and Procedures
* Undertake all mandatory training as required
* Participate in annual appraisal and personal development review
* The post holder must familiarise themselves with matters relating to Health & Safety Management, as affecting themselves, their department and the organisation as a whole.
* Promote the Sands vision and values at all times
* Volunteer to support at least 2-3 fundraising events throughout the year in addition to their day-to-day role

This Job Description is not contractual and is liable to change over time.

Person Specification

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| **Importance** | **Criteria** | **Assessment** |
| Essential | Extensive experience of administrating the HMRC Gift Aid Scheme, including financial processes ideally within another charity.  | Application and interview |
| Essential | Excellent communicator with relationship management skills, having worked with internal and external stakeholders at all levels, especially volunteers | Application and interview |
| Essential | Self motivated, flexible and able to work without close supervision | Application and interview |
| Essential | Experience of using a CRM database, ideally ThankQ  | Application and interview |
| Essential | Proven ability to work well under pressure and deliver to tight deadlines. | Application and interview |
| Essential | Problem solving and critical analysis and competent decision maker. | Application and interview |
| Essential | Must have an outstanding attention to detail. | Application and interview |
| Essential | Ability to use discretion and maintain confidentiality at all times and adhere to data protection policies. | Application and interview |
| Essential | To interact and build relationships within the whole Sands team, communicating effectively with non finance staff. | Application and interview |
| Essential  | Working on own initiative and able to demonstrate good judgment.  | Application and interview |
| Desirable | Empathy with Sands and its aims | Application and interview |