

Gift Aid and Donor Admin Volunteer

Purpose

To provide practical admin support that helps the charity increase income from eligible donations without asking donors to give more.

Key responsibilities

- Help encourage eligible UK donors to complete Gift Aid declarations.
- Check donor records for missing or outdated information.
- Prepare simple thank-you letters or follow-up emails.
- Support the maintenance of clean mailing lists and donor records.
- Help identify regular donors who may need a gentle follow-up.
- Handle donor information carefully and confidentially, in line with charity guidance.

Person specification

- Organised, accurate and comfortable with admin tasks.
- Experience in finance, databases, office administration or supporter care would be helpful.
- Careful with confidential information and personal data.
- Reliable and able to follow agreed processes.
- Comfortable using spreadsheets, email and shared documents.

Time commitment

Flexible. Usually two to four hours a month, with timing agreed around Gift Aid claims, mailings or donor follow-up.