Role Specification

WHCT Ride & Stride Administrator

The Wiltshire Historic Churches Trust (WHCT) is seeking a volunteer Ride & Stride Administrator to help on a modest, part-time basis with Ride & Stride administration and bookkeeping.

Purpose

WHCT is a charity that exists to support all churches and chapels in Wiltshire. It provides advice and grants to help with church fabric repairs and community enhancements.

Ride & Stride is WHCT's annual fundraising event. It takes place on the second Saturday of September each year. Funds raised are split evenly between the Trust and the church of the sponsored participant. Wiltshire churches benefit enormously from this event, as do individual participants.

Role Requirement

The Ride & Stride Administrator will be able to work at home on a flexible basis to suit their routine. They will be required to use Email for routine contact. They will manage a basic database of church R&S contacts and participants and a simple cash spreadsheet to account for the receipt of Ride & Stride sponsorship funds, payments to parishes and Gift Aid. The bookkeeping period is from the event in September to January each year.

Reward

This is an enjoyable and highly rewarding voluntary role, at the heart of WHCT and friendly parish relationships, with the satisfaction of seeing the results of Ride & Stride and directly helping Wiltshire churches.

An honorarium of £400 will be paid to the Administrator, with the potential to raise this to £700 if they are able to take on other aspects of Ride & Stride administration from the WHCT Secretary.

Please consider applying.

If you wish to apply for this voluntary role, or if you have any questions about its scope, please email Nigel Jackson sec.whct@gmail.com