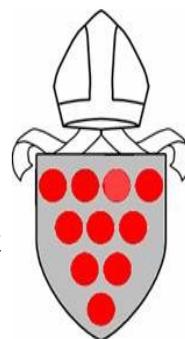


Role Outline: 200 Club Administrator

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.



Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their own abilities and potential for development
- Work in ways that meet and develop the personal, spiritual, social and pastoral needs of the people they make contact with
- Promote the rights of the individual to make their own decisions and choices, unless it is unsafe
- Ensure the welfare and safety of all
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are Safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

Role	200 Club Administrator
Responsible to	PCC & Church Treasurer
Key Responsibilities of the Role (tasks to be undertaken)	
<p>As a volunteer to:</p> <ul style="list-style-type: none"> • Maintain an accurate list of members by adding new joins and removing those who leave for whatever reason. • Agree date with vicar for next quarterly draw in March, June, September and December • Ensure only correct counters are in the draw bag. • Notify church treasurer to send cheques to the winners. 	
Any arrangements for induction, training & support	
None at present	
Any practical arrangements relevant to the role <i>(e.g. process for paying expenses, times role should be carried out, provision of equipment)</i>	
<ul style="list-style-type: none"> • Ensure that prizes are approx. half of income as per rules on membership application form. • eg if membership is about 110 then prizes are £200, £50 and £25 per draw • Remind those who pay annually that subscriptions are due about 3 weeks prior to the next draw. • Bank cheques to HSBC account via post office • Check if existing standing orders have been honoured and not cancelled by checking copy of bank statement • Post new S/Os to the member's bank • Use a spread sheet eg EXCEL to record details of members, subscriptions due etc 	
Role to be reviewed <i>(insert date)</i>	Annually
The role is eligible for a criminal record (DBS) check which is renewable every five years <i>(insert yes / no)</i>	No
Level of criminal record (DBS) check which is required for this role	