



Guidance Notes

Role Descriptions for All Saints' Church, Walsoken Renovation Project Group

Volunteer Role Description – Chair

Role title: Chair – In many cases this may be the Incumbent Priest, but they can also be elected from the membership. It will be the group's decision.

Main purpose of the role: Provide leadership and strategic direction for the Renovation Project Group, ensuring good governance, effective meetings, and delivery of agreed aims to support the church building, heritage, and community engagement.

You will be responsible to: Renovation Project Group Committee (and accountable to the PCC via agreed liaison/representation).

What you will be doing (Key Responsibilities):

- Chair Renovation Project Group Committee meetings: set agendas with the Secretary, facilitate inclusive discussion, and ensure clear decisions and actions.
- Lead annual review of Renovation Project Group' aims, priorities, and workplan so activities align with PCC responsibilities and faculty jurisdiction.
- Represent Renovation Project Group to PCC, community, partners, and donors, act as spokesperson.
- Ensure compliance with constitution/terms of reference; oversee risk management for events and activities.
- Promote good financial practice: support the Treasurer with transparent records, budgeting, reporting, and PCC consolidation where applicable.
- Encourage volunteering and inclusion: recruit, induct, and support volunteers; ensure welcoming, accessible practices.

Skills & qualities required:

- Strong chairing and facilitation; consensus-building and timely decision-making.
- Understanding of PCC responsibilities for care of church buildings and how Renovation Project Group complement PCC duties.
- Clear communication and diplomacy across church and wider community.
- Organisational skills: planning, agendas, actions tracking, and governance oversight.
- Commitment to safeguarding and safer working.

When and where you will be doing it (Time commitment):

Approx. 4 hours per month (meetings, planning, liaison, events). Peaks ahead of major events or funding applications. This may grow to 6-8 hours closer to grant application deadlines or events.

Volunteer Role Description – Lay Vice Chair

Role title: Lay Vice Chair

Main purpose of the role: Support the Chair and provide deputy leadership; ensure continuity by acting when the Chair is unavailable.

You will be responsible to: Chair and Renovation Project Group Committee (and accountable to PCC via liaison).

What you will be doing (Key Responsibilities):

- Deputise for the Chair at meetings and events when required; assist with agenda planning and action tracking.
- Lead specific projects (e.g., events, membership drives, communications).
- Support governance, risk, and safeguarding compliance across activities.
- Foster relationships with members, volunteers, and stakeholders to widen participation.

Skills & qualities required:

- Effective facilitation and communication; teamworking.
- Organisational capability and attention to detail.
- Awareness of Renovation Project Group–PCC boundaries and compliance.

When and where you will be doing it (Time commitment): Approx. 4 hours per month, plus additional time when deputising for the Chair.

Training & support you will be given

- Induction
- Safeguarding
- optional project management
- fundraising training.

General information:

This role description follows the Church of England Safeguarding e-Manual volunteer role template; adapt locally with PCC and Parish Safeguarding Officer.

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Volunteer Role Description – Treasurer

Role title: Treasurer

Main purpose of the role: Maintain accurate, transparent financial records and reporting; ensure compliance with charity law and PCC requirements depending on the Renovation Project Group' structure.

You will be responsible to: Renovation Project Group Committee; liaison with PCC Treasurer.

What you will be doing (Key Responsibilities):

- Maintain bank accounts/financial systems; ensure dual signatories and controls.
- Record income (subscriptions, donations, grants, events) and expenditure with receipts/invoices retained.
- Prepare periodic financial reports and annual accounts; support budgets and cashflow.
- If part of PCC: consolidate Renovation Project Group restricted fund within PCC accounts; manage Gift Aid and alignment with PCC policies/insurance.
- Track restricted grant funds and claims; report to funders as required.

Skills & qualities required:

- Numeracy; attention to detail; simple bookkeeping skills.
- Understanding of charitable financial controls and PCC accounting context
- Integrity; ability to explain finances to non-specialists.

When and where you will be doing it (Time commitment): Approx. 4 hours per month (more at year-end/events).

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Volunteer Role Description – Fundraising Officer

Role title: Fundraising Officer(s) (There may be more than 1 Bid writer).

Main purpose of the role: Develop and deliver fundraising strategies and campaigns that support agreed Renovation Project Group objectives (heritage conservation, access, learning, and community engagement).

You will be responsible to: Chair and Renovation Project Group Committee (coordinate with PCC).

What you will be doing (Key Responsibilities):

- Plan annual fundraising calendar (events, appeals, membership, sponsorship). Develop a fundraising team of other volunteers from within or without the group to support your efforts.
- Organise events (concerts, talks, open days) with risk assessments, insurance, and safeguarding in place.
- Develop donor relationships and stewardship; manage thanking processes and communications.
- Coordinate Gift Aid, contactless/online giving in line with PCC policies.
- Collaborate with Bid Writer on grant-ready projects (needs, outcomes, budgets).
- Monitor performance and report to Committee.

Skills & qualities required:

- Event planning and marketing; community engagement.
- Clear written and verbal communication; donor care.
- Basic budgeting; GDPR awareness.

When and where you will be doing it (Time commitment): Approx. 6 hours per month; peaks around major campaigns.

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Volunteer Role Description – Bid Writer

Role title: Bid Writer (There may be more than 1 Bid writer).

Main purpose of the role: Work with Fundraising Officer to identify, develop, and write grant applications to external funders aligned with Renovation Project Group/PCC priorities and outcomes for heritage, people, and communities. PCC will get final sign off.

You will be responsible to: Chair and Renovation Project Group Committee; collaborate closely with PCC officers, architect, DAC as needed.

What you will be doing (Key Responsibilities):

- Research suitable funders and maintain a pipeline with deadlines.
- Work with PCC/architect/DAC/Diocese CBSOs (Holly and Samuel) to define project needs, outcomes, budgets, and timelines; ensure faculty/permissions journey is understood.
- Draft Expressions of Interest and full applications; compile evidence, support letters, policies, risk assessments.
- Support compliance and reporting post-award (monitoring, evaluation, claims).
- Advise on match funding, in-kind contributions, and volunteer involvement.

Skills & qualities required:

- Excellent written communication; ability to evidence need and outcomes.
- Project planning and budget development; attention to detail.
- Understanding of NLHF investment principles and church governance context.

When and where you will be doing it (Time commitment): Variable: typically, 4-6 hours, going to 8-12 hours per month during application cycles.

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Volunteer Role Description - Renovation Project Group Committee Member

Role title: Renovation Project Group Committee Member

Main purpose of the role: Contribute to governance, planning, and delivery of Renovation Project Group activities that support the church building and community engagement.

You will be responsible to: Chair and Renovation Project Group Committee.

What you will be doing (Key Responsibilities):

- Attend meetings, read papers, contribute ideas and decisions.
- Support events, membership, communications, and practical tasks.
- Uphold constitution, safeguarding, H&S, and data protection.
- Champion inclusion and welcome; help recruit and support volunteers.

Skills & qualities required:

- Teamworking; reliability
- Willingness to learn.
- Effective communication with church and wider community.

When and where you will be doing it (Time commitment): Approx. 3–4 hours per month, plus occasional event support.

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Volunteer Role Description – PCC Liaison

Role title: PCC Liaison (there may be more than 1 liaison).

Main purpose of the role: Provide a formal communication link between Renovation Project Group and the PCC to ensure alignment, accountability, and smooth delivery of agreed projects.

You will be responsible to: PCC (works with Renovation Project Group Chair).

What you will be doing (Key Responsibilities):

- Attend Renovation Project Group meetings (or receive minutes) and report key points to PCC; share PCC priorities for building and mission.
- Advise on faculty jurisdiction/permissions; signpost to DAC/Archdeaconry processes.
- Coordinate financial oversight with PCC Treasurer when Renovation Project Group are a PCC sub-committee (restricted fund consolidation; Gift Aid).
- Support safeguarding, risk, and insurance alignment between PCC and Renovation Project Group activities.
- Help ensure Renovation Project Group' activities complement PCC responsibilities and policies.

Skills & qualities required:

- Understanding of PCC governance and responsibilities for the building.
- Clear communication; impartiality; solution-brokering.

When and where you will be doing it (Time commitment): Approx. 2–4 hours per month; peaks around projects requiring PCC decisions or faculty processes.

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Volunteer Role Description – Secretary

Role title: Secretary

Main purpose of the role: Provide administrative support to the Renovation Project Group Committee, ensuring effective communication, accurate records, and compliance with PCC and Renovation Project Group governance requirements.

Who you will be responsible to: Chair and Renovation Project Group Committee (and accountable to PCC via liaison).

What you will be doing (Key Responsibilities):

- Prepare and circulate agendas in consultation with the Chair.
- Take accurate minutes of Renovation Project Group Committee meetings and distribute promptly.
- Maintain records of membership, decisions, and actions.
- Manage correspondence (email, letters) on behalf of the Renovation Project Group
- Support the Chair with annual reports and documentation for PCC and parish meetings.
- Keep Renovation Project Group constitution and governance documents up to date.

Skills & qualities required:

- Good written communication and organisational skills.
- Attention to detail and confidentiality.
- Ability to use email and basic IT tools (Word, Excel).
- Understanding of PCC–Renovation Project Group boundaries and compliance.

When and where you will be doing it (Time commitment): Approx. 4–6 hours per month, mainly around meetings and correspondence.

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