

Volunteer Role Description for Electoral Roll Officer	
<p>The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.</p>	
Name of church/body	St Barnabas Church, Swanmore
Role title	Electoral Roll Officer
Main purpose of the role	To act as a clerk to the Parochial Church Council (PCC) in regard to the maintenance of the Ecclesiastical Roll of Electors for the parish (the Electoral Roll), as defined by Part 1 of the Church Representation Rules
What you will be doing	<ul style="list-style-type: none"> • To comply with the rules and timetable set out in the latest Church Representation Rules, revised in 2022 (CRR), which can be found on the Church of England website • In every sixth year, as defined by the CRR, delete all names from the Electoral Roll and prepare a completely new roll (Next occasion for the preparation of new rolls is 2025) • In the intervening years prepare a revision of the roll in time for the Annual Parochial Church Meeting (APCM) • Work closely with the Incumbent or Churchwardens during interregnum to ensure everyone knows about applying for the Electoral Roll and receives forms • Prior to the preparation of a new roll (or a revision), a notice has to be prepared and exhibited near the principal door of the church (2 months in advance). Arrange for an article to be published in the church magazine and application forms to be available in the church porch, office and on the website. A brief note is to be placed in the pew leaflet and news sheet for three Sundays and a final date set for the return of completed application forms before the review period. During the review period the roll is closed and no names can be added or removed • On completion of a new roll, or a revision, to post a note near the principal door of the church for at least 15 days prior to the APCM and no more than 28 days. This note is to explain that by submitting a request to the Electoral Roll Officer, pertinent extracts from the roll may be viewed in order to make corrections • To provide copies of any new electoral roll, or entries to the existing roll, to those church officials authorised by the PCC to receive them • To distribute periodically a list of names and telephone numbers to those on the Electoral Roll who have agreed to release their telephone numbers • To attend the APCM meeting and give details of additions and deletions for the past year and give the total number of names on the roll

	<ul style="list-style-type: none"> To assess the suitability of applicants to join the Electoral Roll (a responsibility delegated by the PCC) and in cases of doubt to refer applicants to the PCC for their decision To notify the Diocesan Secretary of the number of names on the roll annually after the Annual Parish Meeting In order to comply with GDPR, Electoral Roll data will be stored securely either online or in a locked area that may only be accessed by named individuals with specific user access
When and where you will be doing it	<ul style="list-style-type: none"> <u>Time commitment:</u> As and when needed <u>Place of work:</u> Home address, church office or elsewhere by agreement <u>Report to:</u> Incumbent or Chair of PCC
Disclosure & Barring Service (DBS) Requirements	The post of Electoral Roll Officer is not eligible for a criminal record check unless combined with the duties of a PCC Trustee (This DBS check needs to be renewed every 3 years unless avoided by subscribing to the on-line DBS update service)
Who you will be responsible to	<ul style="list-style-type: none"> Incumbent or Church Warden during an interregnum
Training requirements	<ul style="list-style-type: none"> The Church of England training requirements for this post can be found at: https://www.portsmouth.anglican.org/safeguarding/training/ The highest level training, needs to be refreshed every three years
Support you will be given	The Chair and PCC provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with support, supervision and training
General information	<ul style="list-style-type: none"> This role is voluntary The volunteer would be appointed by the PCC after APCM meeting in line with the Church of England and St Barnabas Church Safer Recruitment requirements Comply with Portsmouth Diocese & St Barnabas Church Safeguarding Policy & Procedure Comply with General Data Protection Regulations The post holder should always feel free to talk to the PCC Chair at any point to discuss adjusting or continuing in this role This post is subject to a satisfactory probationary period of 3 months This Role Description is binding in honour only, and is does not create a legally binding contract

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