



Job Description

Job Title	Lottery Fundraiser
Responsible To	Lottery Manager
Contracted Hours	Self-employed Commission Based
Location	Lottery Department
Key Responsibilities To promote and raise awareness of the Nightingale House Hospice throughout the designated geographical area and to secure new members on a long term basis, achieving pre-arranged targets.	

Duties and Responsibilities

- Increase Lottery participation through door-to-door canvassing activity and leaflet drops using canvassing list and plans as provided by the Lottery Team.
- Work as part of a team or on occasions alone to achieved pre-arranged targets for the number of Lottery players recruited.
- Meet with the Lottery Team on agreed regular basis to discuss performance results and future canvassing plans and targets.
- Return new Lottery player information to the Lottery Office on an agreed timescale, thus ensuring Lottery players are entered into the first available draw.
- Ensure that all data and payment information is handled in a confidential manner and in accordance to data protection policies and gambling commission guidelines.

Additional Support Duties

- Maintain an effective working relationship with other departments, other members of staff and volunteers.
- Identify and pass on information to the Lottery team regarding other suitable opportunities for increasing Lottery participation to ensure that the budget is met at a minimum.
- Assist with increasing the sales of other lottery products i.e. seasonal raffle tickets, wedding favours and gift vouchers.
- Undertake any other duties as may be requested, such as lottery leaflet placement in

- local businesses.
- Assist with collection/delivery of lottery products to participating outlets and shops, if and when required.
- Attend team meetings as and when required.

General Requirements

This post is subject to the Terms and Conditions of employment of the Hospice as specified in the staff handbook

Competence You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during your duties you should immediately speak to your line manager / supervisor.

Risk Management

It is a standard element of the role and responsibility of all staff of the Hospice that they fulfil a proactive role towards the management of risk in all their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards. It is a requirement that you adhere to Nightingale House Hospice Policies, Procedures, Protocols and guidelines at all times.

Health and Safety Requirements of the Hospice

All employees of the Hospice have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Hospice to meet its own legal duties including attendance at mandatory training updates and to report any hazardous situations or defective equipment.

Data Protection and Confidentiality

The post holder must treat all information, whether corporate, staff or patient information, in a discreet, secure and confidential manner in accordance with the provisions of the current data protection legislation and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under statutory legislation and the hospice's disciplinary policy. This duty of confidence continues after the post holder leaves the organisation.

Records Management

As an employee of the hospice, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. The post holder should consult the IG Lead if they have any doubt as to the correct management of records with which they work.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a final list of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Signed.....

Date.....

PERSON SPECIFICATION

JOB TITLE: Lottery Fundraiser

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications & Training	<ul style="list-style-type: none"> • GCSE or equivalent C grade or above in English and Maths • Specialised training in sales 		Application form/ Interview
Experience	<ul style="list-style-type: none"> • Used to adopting a professional approach • Ability to deal with members of the public on a face-to-face basis 	<ul style="list-style-type: none"> • Experience of door -to-door canvassing • Experience of working in a sales & target driven environment 	Application form/ Interview
Skills & Knowledge	<ul style="list-style-type: none"> • Knowledge of NHH catchment area. • Excellent communication skills (especially verbal) and the ability to build a professional rapport with staff and supporters. • Literate and numerate • Customer service skills 	<ul style="list-style-type: none"> • Knowledge of Gambling & Charity Commission guidelines and regulations 	Application form/ Interview
Aptitudes & Attributes	<ul style="list-style-type: none"> • Warm and personable approach • Self-motivated and able to work on own initiative • Ability to work effectively both within a team and on own 	<ul style="list-style-type: none"> • Ability to deal with difficult situations effectively • Capable of working under pressure to achieve targets 	Application form/ Interview
Personal Qualities	<ul style="list-style-type: none"> • Willingness to learn and use own initiative • Hard Working • Attention to detail • Kind and sensitive nature 	<ul style="list-style-type: none"> • Creative flair • Confident • Empathetic 	Application form/ Interview

<p>Other Relevant Requirements</p>	<ul style="list-style-type: none"> • Reliable and prepared to work outdoors • A flexible approach to hours and days of work • Smart and well presented 	<ul style="list-style-type: none"> • Ability to travel throughout local area when required • Driving license 	<p>Application form/ Interview</p>
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Prepared By: Tracey Price

Date: 10/07/2022

Employee's Name:

Employee's Signature: