**JOB DESCRIPTION – LOTTERY CANVASSER – TEMPORARY CONTRACT**

**12 hours a week for 6 weeks**

**£12 an hour**

**(will be reviewed after 6 weeks)**

**JOB PURPOSE**

* To maximize income by increasing St Kentigern Hospice Lottery Membership by attending local events in the local community

**KEY TASKS**

* To recruit Lottery membership at events
* To liase with the Lottery Coordinator or Finance Manager on a weekly basis to return new members information, Lottery payments and/or donations.
* To attend organized events, corporate presentations and, in inclement weather, seek venues as required by the Lottery coordinator or Finance Manager
* To undertake all training required by the Hospice to ensure the role is compliant with all gambling, lone worker and fundraising regulations and governance
* Ensure that the client’s data is stored and processed in line with GDPR regulations
* To remain up to date with Hospice strategy, services and Lottery procedures. To be able to answer questions from the public with support from the Lottery Coordinator. Adhere to all Hospice policies and procedures and report any accident/incident/near misses as per Hospice policies and procedure
* The above tasks are indicative of the role and may change from time to time in line with the changing needs of the service and in line with the role holder

**PERFORMANCE MEASURES**

* This is a fixed term position with variable hours. Training on governance, compliance and standards will be reviewed at regular intervals.

**PERSON SPECIFICATION**

* Use of a car, hold a valid driving license
* Good verbal communication skills including effective listening and influencing skills
* Able to work as part of a small team whilst being able to take initiative when working alone
* Good interpersonal skills with the ability to confidently communicate with a wide range of people at all levels
* An understanding of the need to provide excellent customer care
* Able to work flexibly within the requirements of this role
* Ability and willingness to learn in post
* To be enthusiastic, professional and credible when representing a Third party
* Knowledge of the local area
* Knowledge and understanding of the requirements of Data Protection legislation and confidentiality and how it applies to the role
* Working knowledge of health and safety procedures and how they affect people in the workplace
* Good record keeping