

Lottery Canvasser

Job Description

Job Title:	Lottery Canvasser
Department:	Lottery Promotions
Location:	St Catherine's Hospice/Field Based
Salary:	£20,373.70 + plus competitive commission rates
Job Summary:	Secure new supporters on an individual basis via door to door/venues promotion. To promote and recruit new members and all other products available in accordance with budgetary requirements.

Main Duties and Responsibilities:

- Actively sell and promote the full range of lottery products available, through locations directed by Head of Promotions.
- To develop lottery products within new and existing areas through door-to-door and local business venues.
- To work on such areas of income generation as directed by the Head of Promotions/Head of Finance.
- Maintain accurate records of calls and results as required.
- Comply with the FRSB code of conduct.
- To ensure that whether proactively or reactively, messages about the work of St Catherine's are communicated positive.
- To ensure communication with supporters, potential supporters and

the general public is delivered in a positive and timely manner.

- Comply with the requirements of the Gambling Commission
- Complete all administration as instructed and in accordance with the rules and regulations.
- To report when necessary to review product development with Head of Promotions.
- To deal with queries from colleagues in relation to contacts made in the field.



VOLUNTEERS

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

CONFIDENTIALITY

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

Person Specification

Essential Qualifications

- Not required

Desirable

Relevant Experience

- Minimum 2 years selling experience
- Experience of 3rd sector
- Face to face selling
- Experience of supporting fund raising events.

Key Skills and Abilities

- Current full motor vehicle driving licence
- Numerate and literate
- Able to work to deadlines
- Strong interpersonal skills with the ability to influence and motivate
- Communication skills.
- Self-motivated & able to work independently, but flexibly as part of a team
- Proficient presentation skills to be professional and credible when representing the Hospice
- Organisational skills.
- Ability to work to deadlines
- Commitment to the aim, philosophy and ethos of the Hospice
- Reasonable knowledge of local area

Other

- Sufficient personal resources to work effectively in a palliative care setting

