

# Eden Valley Hospice Lottery

Dudar Road, Carlisle CA2 4SD Tel: [01228 817614](tel:01228817614)



## Eden Valley Hospice Lottery Collectors Role Description

**Role:** Eden Valley Hospice Lottery Collector

**Reporting to:** Fundraising Manager (Lottery)

**Accountable to:** Head of Fundraising

**Payment:** 10% Commission based on amount collected plus out of pocket fuel/travel expenses.

**Job Purpose:** To undertake regular lottery cash collections as directed by the Hospice in a safe and efficient manner.

### **Key responsibilities and accountabilities:**

To undertake cash collections from lottery members in the Eden Valley Hospice area as directed. (this is normally achieved in a four week cycle).

Hold responsibility the safekeeping of collected cash and ensure that collections and cash are reconciled and handed to the appropriate member of staff in a timely manner.

To report any changes of address, cancellation or other changes in circumstances that requires alteration to the lottery database.

To liaise with lottery members in a respectful and diplomatic manner when collecting.

Be flexible in the hours of work required to complete the collections.

Ensure that members entries are collected, recorded and handed over to an agreed timetable.

Possess a clear understanding of the sole purpose of the Eden Valley Hospice Lottery.

To follow the policies and procedures of the Eden Valley Hospice Lottery with regard to the age of players and the Social Responsibility in gambling.

### **Terms of Service**

If accepted, this post is offered on a **Self Employed basis** and as such the collector will be responsible for their own Income Tax and National Insurance Contributions and under no circumstances make any claim against Eden Valley Hospice or any subsidiary companies regarding this employment status.

# Eden Valley Hospice Lottery



Dudar Road, Carlisle CA2 4SD Tel: 01228 817614

## Person Specification

	Essential	Desirable
<b>Knowledge, skills and aptitudes</b>	<ul style="list-style-type: none"> <li>• Effective Communicator</li> <li>• Professional outlook and experience</li> <li>• Evidence of working on an individual basis</li> <li>• Able to use own initiative</li> <li>• Basic numeracy skills</li> <li>• Security conscious (cash handling/storing)</li> <li>• Access to transport and own driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in undertaking a collection role</li> <li>• Some knowledge of the charity sector particularly related to fundraising</li> <li>• Prepared to contribute to the Lottery culture with a desire to increase the income the lottery generates</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Commitment to the aims of the Hospice</li> <li>• Strong sense of responsibility and accountability</li> <li>• Ability to act on own initiative as well as a team member</li> <li>• Good interpersonal skills and ability to communicate at all levels</li> <li>• Maintain good humour under pressure</li> <li>• Ability to work calmly and methodically under pressure</li> <li>• Ability to work to a deadline</li> </ul>	<ul style="list-style-type: none"> <li>• Prepared to support other fundraising activities of the Hospice and work as part of the fundraising team.</li> </ul>