

Confidentiality Classification		
C1	<input type="checkbox"/>	Non Confidential
C2	<input type="checkbox"/>	Restricted Confidential
C3	<input checked="" type="checkbox"/>	Restricted External

JOB DESCRIPTION



Job Title: Lottery Promoter

Responsible to: Lottery Manager

Accountable to: Lottery Manager

Overall Aims of the Post:

The role of the Lottery Promoter is to

- Recruit new members for the Hospice in the Weald Lottery through door-to-door sales.
- Recruitment of members via the local business community.
- Recruitment of members by attending events as required from time to time..

Key Areas of Responsibility:

- To work with the Lottery Manager and Administrator to plan canvassing locations and assess their potential.
- To recruit at least 20 new Lottery members each week.

Duties:

- To distribute pre-call leaflets for Hospice in the Weald Lottery to householders in canvassing locations.
- To undertake an appropriate doorstep approach, using Hospice in the Weald materials and an agreed script.
- To record calling plans enabling the Lottery Office to monitor coverage.
- To undertake any other canvassing duties as may be assigned by the Lottery Manager.
- Take part in Hospice in the Weald induction training.

General:

To be aware of and promote and adhere to the Hospice in the Weald's Health and Safety Policy and any other Policies and Procedures that are appropriate to the role.

Hospice in the Weald is a registered charity. It relies on the local community for a major proportion of its income through fundraising, principally undertaken by volunteers. For this reason it is expected that all members of staff will endeavour to support the fundraising activities of the Hospice, taking appropriate opportunities to explain the way the hospice is funded and being expected to attend in a voluntary capacity at least two functions a year. We have many unpaid staff working with Hospice in the Weald on a voluntary basis. Their contribution is vital to the Hospice and you will be expected to participate in developing good working relationships with them.

THIS JOB DESCRIPTION IS INTENDED AS A GUIDE ONLY AND IS NOT AN EXHAUSTIVE LIST OF DUTIES. IT IS SUBJECT TO PERIODIC REVIEW IN CONJUNCTION WITH THE POST HOLDER.

Lottery Promoter Job Description
PB September 07



**Lottery Promoter
Person specification**

Essential	Desirable	Assessed By
Proven ability in a sales environment		Application
Ability to take a 'soft' sell approach		Interview
Self motivated and proactive		Application and Interview
Sociable and outgoing with good interpersonal skills		Interview
Reliable		Interview and references
Flexible		Application and interview
Presentable		Interview
	An understanding of selling in a not-for-profit environment	Interview
Strong motivation to work for Hospice in the Weald		Interview

Lottery Promoter Person Specification
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