

DEMELZA HOSPICE CARE FOR CHILDREN

JOB DESCRIPTION

JOB TITLE - Lottery Sales Canvasser

REPORTS TO – Head of Lottery and Gaming

PURPOSE OF ROLE

To be an ambassador for Demelza as part of the Lottery Team, signing up donors to Demelza's weekly lotto and Superdraw at events/town centres/sites/stores, sometimes with our small exhibition trailer. To ensure daily and weekly targets are achieved.

KEY RESPONSIBILITIES

- Working to a standard as laid down by the Gambling Act 2005
- Having a positive approach to membership opportunities that arise and may be ongoing
- To work with other advisors ensuring standards of approach to potential members are met
- To ensure that all daily and weekly targets for membership are achieved
- To keep the Head of Lottery and Gaming informed of any changes of other lotteries within our area

PERSON SPECIFICATION

Essential

- Excellent communication skills
- Good listening skills
- Good at building rapport
- Ability to work to a targeted role
- Self-motivated and reliable
- Valid UK driving licence with access to a vehicle

Desirable

- Sales experience

The tasks listed in this job description are not designed to be exhaustive and may vary from time to time according to the needs of the organisation. This document will be reviewed in consultation with the post holder as the role and services provided by the organisation develop.

Demelza is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Employees are required to attend mandatory training as required by their role. Employees are expected to make reasonable efforts attend and engage in development training as part of their role within Demelza. Training may be delivered through a variety of on site and off site methods.

All employees are required to participate in staff performance reviews and supervision and to make all reasonable efforts to attend training and staff development as identified and agreed.

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Employees must take the initiative to actively seek out training updates required for their role and for mandatory training, within training expiry time frames. Employees can find their current training records on the HR Database.

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