

The Myton Hospices

Job Description

Job Title: Lottery Fundraiser

Department: Fundraising

Responsible to: Lottery & Commercial Operations Manager

Primary Work Base: Home as a base but working across the Coventry & Warwickshire

Date JD Reviewed: April 2023

NB as we are a multi- site organisation some flexibility relating to place of work may be required on occasion.

Summary of Role:

To promote The Myton Hospices Charity Lottery and sign up new members via door to door fundraising and at various venues & events across Coventry and Warwickshire. The lottery funds the care of 1 in 4 of Myton's patients and this vital role will ensure that more people can be looked after and supported – now and in the future.

Key Relationships for this role:

Lottery and Commercial Operations Manager, Lottery Team, DOIG, Fundraising Team, Marketing & Comms Team, Retail Team

Myton Core Values

Our *Core Values* underpin everything we do and all employees are expected to comply with our Values and reflect these in their day to day work.



Main Duties & Responsibilities

1. To canvass door to door and attend venues to sign up new members to The Myton hospices weekly lottery
2. To engage with members of the public to promote the work of The Myton Hospices
3. To ensure Fundraising activities meets internal and industry standards of compliance
4. To work to agreed targets and ensure attrition rates are maintained through quality lottery sign up processes
5. To undertake all necessary paperwork and forward to the lottery office at the times agreed
6. To give excellent customer service at all times
7. Manage own diary and source new venues
8. To represent the hospice in a positive and professional way at all times
9. To demonstrate a positive culture within the team
10. Other duties commiserate with the post and as part of the fundraising operation
11. Attend staff meetings as required
12. To complete all mandatory training sessions e.g. Fire, Moving and Handling E learning
13. To participate in the hospice appraisal programme

This job description is subject to periodic review and may be changed / updated as service requirements change with the agreement of the post-holder and the Lottery & Commercial Operations Manager

GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES

Policies and Procedures

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

Volunteers

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

Confidentiality and Data protection

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

Infection Control

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

Equality & Diversity

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and colleagues. The post holder is required to conform with Myton's policies on Health and Safety and Fire Prevention, and to attend related training as required.

Safeguarding Vulnerable Adults and Children

It is the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

Code of Conduct

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

Review of Job Description

This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post.

This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).

Employee/Managers Signature

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

Employee Name: _____

Signature: _____ **Date:** _____

Managers Name: _____

Signature: _____ **Date:** _____