

Role Description

Role:	Self Employed Charity Fundraiser
Reporting to:	Lottery Manager
Remuneration:	Commission based
Role purpose:	Our Vision is to make every day the best day possible for our patients and their families in South Devon. You will deliver this by securing new lottery supporters on a long-term basis as well as working towards and achieving pre-determined sales targets to ensure the continued growth of our successful lottery. You will also raise awareness and the profile of Rowcroft Hospice via face-to-face sales.

Our Values:

Honesty & Integrity Generosity of Spirit Respect Team Player

Key roles and responsibilities:

1. Recruit lottery players and regular givers via venue and event sales /businesses / door to door.
2. Achieve agreed targets for the number of lottery players recruited.
3. Meet with the Lottery Manager weekly to discuss activity plans for the week ahead.
4. Maintain awareness of other current fundraising activities and opportunities to be able to speak knowledgeably about Rowcroft activities.
5. Adhere to all data protection requirements, securely return new member information, lottery payments and donations to the lottery office within agreed timescales. Work within legal frameworks and guidelines from the Gambling Commission, Hospice Lottery Association, and Fundraising Standards Board.
6. Adhere to all safety and security procedures
7. Take part in additional training as appropriate.
8. Maintain an effective working relationship with all members of staff and volunteers

This list can never be exhaustive but covers most of the work you'll be doing. What it can't replace is talent, initiative, and a commitment to great customer service.

PERSON SPECIFICATION
Charity Fundraiser - self-employed

Attribute	Essential Requirements
Qualifications and Training	<ul style="list-style-type: none"> • Good general level of education, literate and numerate
Knowledge and Skills	<ul style="list-style-type: none"> • Self-motivated • Ability to deal professionally with members of the public face-to-face and build good rapport. • Self-motivated & forward thinking with a can-do attitude • Able and willing to work at such times as needed to meet the requirements of the post
Experience	<ul style="list-style-type: none"> • Experience of working in sales and meeting targets
Personal Requirements	<ul style="list-style-type: none"> • Flexible and adapt to the needs of the hospice • Able to travel within the catchment areas, using own vehicle • A desire to be part of a committed and hardworking team in line with the ethics and values of Rowcroft Hospice, acting in the best interests of Rowcroft at all times. • A good understanding of the purpose, values and strategy of Rowcroft Hospice. • Well-presented and an excellent communicator