

Lottery Department – Friday part time office assistant

Role Outline

Supporting the Lottery Department you will be based in the main office. This role will include administrative tasks, such as: preparing cash collectors round packs and other basic admin duties as required.

The ideal person must be a reliable individual as this task has to be undertaken on a set day each week. Accuracy is also an important factor.

This position is unpaid as it is a Hospice volunteer role.

If you think you would like to be a part of a friendly and rewarding team then please contact Carol Twomey, Lottery Administration Manager to arrange an informal meeting.

(Tel: 01782 344321. Email: caroltwomey@dmhospice.org.uk)

NB: Should the informal meeting be successful for both parties, we will pass your details to go through the official Hospice volunteer application process.

Skills/qualifications

	Essential	Desirable	Training given
Reliable	√		
Administration experience		√	√
Accurate	√		

Availability

- Friday a.m
- Approx 10am – 2pm (lunch break included)

Volunteer area – where will I be located?

- Lottery Department based at the Hospice