

## Lottery Department – Monday part time office assistant

### Role Outline

Supporting the Lottery Department you will be based in the main office. Your primary duty will be to signature stamp, fold and envelope our weekly winners cheques.

The ideal person must a reliable individual as this task has to be undertaken on a set day each week.

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](mailto: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		√	√

### Availability

- Monday a.m only
- Approx 10am – 1pm

### Volunteer area – where will I be located?

- Lottery Department based at the Hospice