

## Lottery Department – Tuesday 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: mailing out payment reminder correspondence to our lottery players and other basic admin duties as required.

The ideal person will be reliable and thorough with a good eye for detail.

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		√	√
Accurate	√		

### Availability

- Tuesday
- Approx 3 hours

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

- Lottery Department based at the Hospice