

Lottery Department – part time office assistant

Role Outline

Supporting the Lottery Department you will be based in the main office. This role will include general administrative tasks, such as: post opening, enveloping mailings and other basic admin duties as required.

This is a part time position on an ad-hoc basis and 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	√		
Cash handling		√	

Availability

- Weekdays only
- Office hours are: 9am – 5pm
- Rota shifts available i.e: 2 hours/4hours to suit.

Volunteer area – where will I be located?

- Lottery Department based at the Hospice.