

## Volunteer Lotteries Fundraiser

### Job Purpose

Representing The HS Trust to recruit long-term support through door to door, shop stores and high street recruiting. Members of the public can support the charity by joining our weekly lottery or through regular giving. This is carried out throughout the UK, an area will be allocated to you.

### Key Responsibilities

- To recruit long-term support for The HS Trust through enrolment of our weekly lottery.
- To promote The HS Trust and provide accurate information about our work.
- To be responsible for the collection and safeguarding of personal details.
- To attend any training and meetings as requested by The HS Trust.
- To maintain materials and notify The HS Trust of any updates needed.
- To be a courteous, presentable, engaging and positive representative of The HS Trust, in line with the organisational values.
- To follow guidelines and regulations set by the Institute of Fundraising and Gambling Commission.

### Essential skills

- Good organisational skills.
- Excellent communication skills.
- Good basic administration skills.
- Knowledge of local area
- Enjoy meeting and interacting with people.
- Ability to work independently.
- Must have a good understanding of, or personal experience of Hidradenitis Suppurativa

### Desirable knowledge

- Relevant experience in a fundraising or sales/marketing background.
- Knowledge of The HS Trust and our work.

The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required.

If you have the spare time to volunteer, and would like to apply for the position, please send us an email, together with your CV, to [volunteering@hstrust.org](mailto:volunteering@hstrust.org) for an informal meeting.

### **PLEASE NOTE:**

This is an unpaid volunteer position, however, it is possible that it could be offered as a paid part-time/full-time position at a later date.

CLOSING DATE: 09/11/2015