



## Great North Air Ambulance Service

### Job Description

**Job Title: Community Lottery Representative (Sales)**

**Main Purpose of the job:** Securing new supporters on a long-term basis as well as achieving pre-determined sales targets via face to face sales. Ensuring the continued growth of our successful weekly lottery, whilst also raising the awareness and profile of the charity.

**Location:** Various locations across the region, involves regular travel

**Salary:** £18,011 to OTE of £26,934 uncapped

#### Relationships:

- Responsible to: Assistant Head of Lotteries
- Liaise with: General public, and charity employees.

#### Main Duties and Key Responsibilities

1. Recruit players to the charity's weekly lottery via face to face approach.
2. To securely return new players information and lottery payments to the Lottery Office on an agreed timescale in accordance with current legislation and policies.
3. To appropriately represent the charity at all times, ensuring that those approached are able to make an informed decision with regards to committing their support, and are left regardless with a positive impression of the charity and its work.
4. Specifically work within set procedures and adhere to legislative framework including; the Gambling Commission, Charity Commission and GDPR.
5. To be flexible and adapt to the needs of the company, including undertaking evening and weekend work.
6. Maintain all equipment and clothing issued to you for the performance of your duties to a high standard, reporting any defects immediately.
7. Maintain awareness of other current fundraising activities and opportunities.
8. Be consistently aware of the charity's reputation and of public perception
9. Attend training to develop skills and knowledge as necessary.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by the organisation and the overall business objectives.

**Signature**.....

**Date**.....