

# REGULAR GIVING & LOTTERY ADMINISTRATION

# VOLUNTEER

**Line Manager:** Lottery Manager

**Location:** St Luke's catchment areas within Devon, Cornwall and South Hams

**Hours:** Variable hours between Monday to Friday 9am to 5pm

A great opportunity to volunteer within our lottery team and to help raise over £600,000 a year for St Luke's Plymouth. Lottery services are a vital part of our fundraising. We require a volunteer to assist in some of our admin roles within the Lottery Team.

#### **Your role**

- Supporting the Lottery team with administration tasks including inputting dates into the membership system.
- Filing and sending out membership letters
- Other administration tasks as required

#### **Your qualities**

- Reliability and flexibility
- Good organisational skills
- Good IT skills
- An interest in helping to raise money for St Luke's Hospice Plymouth

#### **How we work together**

Volunteers are a valued and vital part of St Luke's

#### **What volunteers can expect from St Luke's Hospice Plymouth**

- 
- To be valued and treated with respect
- To receive the appropriate induction and training
- To be supported in the role, with a clear explanation of what it involves
- To have adequate supervision in the role
- To have access to information to enable them to perform their tasks

**St Luke's Volunteer Services**

**Tel: 01752 401172 • Email: [volunteer@stlukes-hospice.org.uk](mailto:volunteer@stlukes-hospice.org.uk)**

**[www.stlukes-hospice.org.uk/volunteering](http://www.stlukes-hospice.org.uk/volunteering)**

Reg Charity No. 280681

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- To be able to decide at any time to end their involvement with St Luke's
- To have safe working conditions
- To be reimbursed for reasonable travel expenses
- To be appropriately covered by insurance
- To develop and grow with the volunteer role
- To be part of a fun and motivated team

### **What St Luke's asks from volunteers**

- To perform tasks with reliability, flexibility and commitment
- To work towards St Luke's aims, objectives and core values
- To attend training and volunteer meetings when required, where possible
- To accept support and supervision to enable performance of tasks
- To communicate with your supervisor if you are unable to attend
- To respect and maintain confidentiality at all times
- To use your specialist skills/knowledge to convert donated items into sales/funds

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