



**Re : Lottery Representative**

Thank you for your request for further information for the above mentioned post. This application pack contains the following:

- 1. Information to Candidates**
- 2. Equal Opportunities Monitoring Form**
- 3. Job Description**
- 4. Person Specification**

Having read the enclosed information, your completed application form should be returned to me at the address below, to arrive no later than **10th February 2012**.

Thank you for the interest you have shown in this post.

Yours sincerely

**Gaynor Taylor**  
**HR Advisor**

## Severn Hospice

### Lottery Representative

#### INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

#### 1. MEDICAL

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

#### 2. REFERENCES

No formal offer of employment will be made until we have received satisfactory references.

#### 3. DISCLOSURE

Please note that, because of the sensitive nature of the duties the postholder will be expected to undertake, you are required to disclose details of any criminal record, and any offer of employment will be subject to an Enhanced Disclosure provided by the Criminal Records Bureau (CRB)

#### 4. PROBATION SERVICE

The first 3 months of your employment will be counted as a probationary period. During this time the Hospice will make an assessment of your suitability for acceptance to a permanent position.

#### 5. SALARY

The hourly rate for this post is **£6.65**. Salaries are paid monthly by credit transfer to a bank or building society account.

**Commission and travel expenses are also payable.**

#### 6. HOURS OF WORK

Part time and full time hours are available to include evenings and Saturdays.

#### 7. HOLIDAY

Full time employees are entitled to 27 days holiday per annum plus bank holidays – part timers will receive a pro rated entitlement. The holiday year runs from 1 January to 31 December.

#### 8. NOTICE

During your probationary service the period of notice to terminate your employment is one week by either party.

*For further information regarding Severn Hospice, our website address is : [www.severnhospice.org.uk](http://www.severnhospice.org.uk)*

## **Severn Hospice Equal Opportunities Policy Statement**

**Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.**

No individual shall be treated less favourably than another on grounds of gender, colour, creed, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the CRB Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application packs will contain a statement that a Disclosure will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any "unspent" convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a criminal record check from the Criminal Records Bureau, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including "spent" convictions and where the post is subject to Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Criminal Records Bureau Code of Practice for Registered Persons and other recipients of Disclosure information.

*A copy of the CRB Code of Practice and the Hospice's Equal Opportunities Policy are available upon request.*

Severn Hospice

**EQUAL OPPORTUNITIES APPLICANT MONITORING FORM**

To help us ensure the effectiveness of our Equal Opportunities Policy please complete this form, seal it in a separate envelope, and return it with your application form. This will ensure that the appointing officer responsible for shortlisting or interviewing does not see the monitoring form before an appointment is made.

Post applied for .....

Full name of applicant .....

Gender  Male  Female

Date of birth ..... (age ..... )

**Ethnic Group**

There is no absolute way to determine any person's ethnic group and it is for the individual themselves to choose the classification with which they identify. The list below complies with the classifications used in the 2001 Popular Census. (Please tick one box only.)

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background

Black or Black British

- Caribbean
- African
- Any other Black background

Other Ethnic Groups

- Chinese
- Any other ethnic group

White

- British / Mixed British
- Irish
- Any other White background

Do you consider yourself to have a disability?  Yes  No

Are you disabled within the meaning of the Disability Discrimination Act 1995?

Yes  No

**Data Protection Act**

I agree that the information given on this form may be processed by the Hospice in accordance with the Data Protection Act, in particular, for the purposes of the equal opportunities monitoring. I agree to the storage of this information on manual and computerised files.

Signature ..... Date  
.....

(please tick appropriate box)

Thank you for completing this form

**SEVERN HOSPICE LIMITED**  
**JOB DESCRIPTION**

<b>Job Title:</b>	Lottery Representative
<b>Salary:</b>	£6.65 per hour plus commission
<b>Hours</b>	Part time / Full time to include evenings and Saturdays
<b>Department:</b>	Severn Promotions Co Ltd, Lottery Office
<b>Responsible to:</b>	Member Recruitment Manager

**MAIN PURPOSE OF JOB**

To undertake door to door promotion of the Severn Hospice Lottery, which is managed entirely from the Lottery Office based at Bicton Heath in Shrewsbury.

A full clean driving licence is required with access to a vehicle – mileage will be paid (45p per mile for first 10,000miles in tax year).

**MAIN DUTIES**

The following responsibilities are to be discharged with due regard to the mission and caring ethos of the Hospice and its Equal Opportunities and Health and Safety policies (copies of which are available for inspection if required).

Working to set targets, canvass new members of the Hospice Lottery throughout the Hospice catchment area in locations agreed with the Lottery Director and Lottery Member Recruitment Manager.

Where appropriate, canvass areas already covered by Lottery collectors where there is potential for development in agreement with both the Lottery Member Recruitment Manager and the Collector whose area is to be covered.

Based at the Hospice in Bicton Heath, Shrewsbury, complete administrative paperwork on visits to the Hospice on at least one occasion each week.

To promote the Lottery at times and events as agreed with the Lottery Member Recruitment Manager

To be conversant with key information on the operation of the Hospice services and fundraising and to promote these to the general members of the public.

To play a full part in Lottery and Appeals team activities.

To become familiar with Gambling Act 2005 applying to Society Lotteries

This list of duties is not intended to be exhaustive but indicates the main area of work and may be subject to change following agreement to meet the changing needs of the department.

**Supplementary Information and Requirements**

All new Hospice employees are on a three months probationary period.

***Health and Safety***

In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

***Appraisal***

All employees are required to participate in the Hospice's appraisal process (permanent contracts only).

*Last updated Jan 2011 (HB / GT)*

## **Outline of Commission Structure**

### **Commission Paid:**

£7 per new member signed up and agreeing to pay by Monthly Direct Debit  
£3 per new member signed up and agreeing to pay by other payment methods.

If a new member signs up to two chances each week then the commission will be doubled. Commission will be capped at £14 per new member or £16.80 if the target is achieved that week. ie if a new member signs up to 3 or more chances then commission will only be paid on the first 2.

### **Target:**

At least one new member per hour canvassed, a new member signing up to multiple chances will count as two members.

Targets are recorded each week and if target is achieved then commission payable on those members signed up that week is increased by 20%

Commission is paid via salary at month end after first payment has been received.

## Person Specification: Lottery Representative

	Essential	Desirable
<p><b>Qualifications / Training</b></p> <p>Level of education necessary</p> <p>Professional and post basic qualifications</p> <p>Specialised training required for post</p>	<p>Good general education</p>	<p>Maths and English to O level / GCSE standard or equivalent</p>
<p><b>Experience</b></p> <p>Length, type and level of post related work experience required (additional or alternative to qualifications above)</p>	<p>Previous experience in a sales environment eg. Retail, marketing</p>	<p>Previous experience working towards targets</p>
<p><b>Skills &amp; Knowledge</b></p> <p>Range and level of skills</p> <p>Depth and extent of knowledge required</p>	<p>Excellent interpersonal and communication skills at all levels</p> <p>Articulate</p>	<p>Empathy with the work of the Hospice</p>
<p><b>Aptitudes &amp; Attributes Required</b></p>	<p>Approachable</p> <p>Self motivated</p> <p>Dependable</p> <p>Honest and trustworthy</p> <p>Friendly</p> <p>Abundance of common sense</p> <p>Good sense of humour</p>	<p>Well organised</p> <p>Enthusiastic</p>
<p><b>Other Requirements</b></p>	<p>Prepared to work flexible hours to include evenings and Saturdays as required</p> <p>Willingness to undergo further training as required</p> <p>Access to own transport</p> <p>Must be able to cover a large catchment area</p>	