

**EAST ANGLIAN AIR AMBULANCE**

**JOB DESCRIPTION/PERSON SPECIFICATION**

<b>JOB TITLE</b>	<b>Assistant Lottery Manager</b>
<b>REPORTS TO</b>	<b>Lottery Manager</b>
<b>SALARY</b>	<b>£17,000 – £20,000 according to experience</b>
<b>WORKING HOURS</b>	<b>37.5 hrs a week flexible (reasonable extra hours may be required in order to complete the role – no additional payment is offered for these hours)</b>
<b>PLACE OF WORK</b>	<b>Norwich Airport</b> (the nature of the role will require some work at other locations).

Main job purpose

To work with the Lottery Manager to plan canvassing locations; to promote the lottery and scratchcards throughout the region by recruiting new members and agents; to collect monies from agents and to provide the Lottery Manager with assistance as required.

Main duties and responsibilities

1. Day to day management of all aspects of the running of the Charity's weekly lottery and scratch card operation (see Note 1) including the work of the Lottery Administrators
2. Oversee the Lottery Office functions and ensure that the weekly draw takes place at the designated times.
3. Oversee the daily entry of member's details, payments etc onto the lottery computer system and ensure that financial aspects are reconciled daily with amounts banked.
4. Daily reconciliation of sums banked to sums entered on the lottery system.
5. In conjunction with the Lottery Promoter, suggest and advise on marketing outlets in order to ensure that sources of new member recruits are part of a co-ordinated effective programme throughout the year.
6. Regular banking of cheques/cash received at the lottery office.
7. Understand and oversee the inputting of direct debit transactions by the Lottery Administrators.
8. Necessary liaison with major suppliers and collectors/agents for the lottery.

9. Observe all Health & Safety rules and to take reasonable care to promote health and safety at work for all employees.
10. Any other duties as reasonably requested by senior management

## Notes

A specific duty for the role will be to establish a structured procedure for the distribution and collection of the charity's scratch cards and cash receipts. The charity has a network of some 200 agents across 4 counties.

Also the role will involve increasing awareness of the charity's lottery operations via agents – particularly but not exclusively in the counties of Bedfordshire and Cambridgeshire.

The continued growth of both the lottery and scratch card games require an additional member of staff to help meet the workload. It is envisaged that the Assistant would initially concentrate on office based tasks, however it is likely that as the job responsibilities increase the role would require significant time visiting agents etc involving significant travel across our area.

The charity employs 26 staff across the four counties we serve and every member of staff is passionate about the work we do (if they aren't when they join they soon get swept along with the enthusiasm!). Staff attend events on behalf of the charity and this is often done on a voluntary basis and in their free time – solely because we want to support our Air Ambulance.

## Person Specification

- Must have basic book-keeping skills
- Adherence to deadlines
- Good communication skills
- Flexibility, adaptability
- An ethos of customer care
- Good manner in dealing with the public (tact and patience)
- High degree of accuracy
- Ability to work under pressure
- An appreciation of and sympathy for the aims and ideals of the Charity.
- The ability and willingness for self development and to quickly take on additional responsibilities