



Job description for Deeside Branch Social Organiser

Day to day reporting to:

Secretary

Accountable to:

Committee of Management (CoM)

Overall Purpose:

To co-ordinate, organise, promote and develop social events and to take a proactive role in using events to attract new members to join the Branch.

Key tasks and responsibilities:

- As a member of the CoM be involved in the creation/execution of a Development Plan
- Research the interests, hobbies, age and geographic spread of the membership to organise social events which appropriately reflect their interests and location
- Take bookings and contact members to remind them about forthcoming events. Also undertake follow up calls to thank them for attending and to get their feedback
- Develop relationships and network with local like-minded organisations with a view to exploring recruitment opportunities, increasing awareness of the Branch and its activities and the Oddfellows in general
- Advertise events to the membership, and prospective members when appropriate. This will include the production of a branded events diary (at least bi-annually) and keeping the Events Booking System up to date
- Undertake administrative duties such as dealing with bookings, confirming venues, trips etc
- Liaise with the Branch Development Department at Unity Office in Manchester for support and advice
- Support social committee members and proactively encourage other members to volunteer– keeping them informed and motivated. Help them with events (including taking photographs, writing event reviews for the newsletter and other front of house duties)
- Attend social committee meetings and events
- Any other duties reasonably required to do the job.

Person Specification

- Should have a good working knowledge of Microsoft Office, email, internet and social media (Facebook in particular)
- A full clean driving licence and access to a car
- Excellent interpersonal skills and enjoys meeting new people and ensuring that everyone feels part of any event
- Able to budget effectively and manage money
- Is flexible and prepared to work evenings and weekends
- Has a proven ability to work to deadlines without supervision
- Strong organisational skills
- Has some experience of customer relations and marketing
- Is persuasive and confident about putting fresh ideas forward
- Is resourceful and able to overcome challenges
- Is willing to work with a range of people with different backgrounds and social circumstances.