



Part-time Branch Secretary – Mid Staffs Branch

Job description and how to apply

We are looking for a part-time Branch Secretary to join the Oddfellows, (one of the largest and oldest Friendly Societies in the UK), within the Stafford area.

Hours

Based in Stafford town centre you will be expected to work on your own initiative, working an equalised average of 25 hours per week (flexible working hours to be agreed with the successful candidate, which includes some weekend and evening work). Please only apply if you are happy to do these hours.

The company

Our aim is to improve the quality of life for our members through active social involvement, care support and a range of financial benefits and services to members in the Stafford and surrounding areas.

Role

As Branch Secretary, the principle aim is to help and support the Branch of Oddfellows to be financially and administratively strong. This includes supporting the volunteer Committee of Management to deliver on the Oddfellows membership package, and supporting the delivery of the social element of the Society to its target market (predominantly 50+), while bringing in new members, marketing and promoting the organisation, supporting volunteering and helping us to grow.

In this role you will focus on financial and administrative elements of running the Branch, which will include:

- Day-to-day bookkeeping
- Overseeing the management of an Oddfellows Hall, including hirings and maintenance
- Overseeing the management of our Branch owned properties, including maintenance and lease renewals
- Managing the membership and renewals, ensuring that members are kept informed on Branch matters
- Supporting a volunteer Committee of Management to be able to steer and govern the Society and create/execute a social and membership development plan
- Promote the Oddfellows in the local area

- Develop active involvement of members
- Build relationships with the local community
- Advertise events to members and prospective members. This will include the production of a branded events diary twice a year and keeping the Events Booking System up to date
- Undertake administrative duties such as dealing with bookings, confirming venues, trips etc.
- Liaise with various departments at Unity Office in Manchester for support and advice
- Management of two members of staff

The person

We are looking for a Branch Secretary who is friendly, outgoing and organised, with an ability to work to deadlines and without close supervision, delivering on measurable targets.

You must have/be:

- Basic accountancy skills
- Computer literate
- A peoples' person with excellent communication skills
- Able to speak confidently in front of groups of people
- Patient and diplomatic
- Able to negotiate, persuade, organise, plan and manage your own time
- Able to organise meetings, including producing minutes
- Able to attend meetings in various locations (travel expenses will be paid)
- A DBS check will be required

Rewards

This is a 25 hours per week post with an annual salary of £22,100 per annum. A performance review will be carried out after 6 months.

Please send your CV to janet.lewis@oddfellows.co.uk

Phone: 01785 258269 (Tuesdays, Wednesdays and Thursdays)

Closing date: Friday 26 January 2024