



the
ODDFELLOWS SINCE 1810
making friends, helping people

Job description

Social Organiser at Acorn Branch, part of the Poole, Bridport and Yeovil District, covering Ferndown, Wimborne, Verwood and surrounding areas

The Oddfellows' aim is to improve the quality of life for its members through active social involvement, care support and a range of financial benefits and services to members in the Acorn Branch, part of the Poole, Bridport and Yeovil District, covering Ferndown, Wimborne, Verwood and surrounding areas.

The role:

Our Social Organiser has a key role supporting our existing members to get social and active, as well as bring in new members to enjoy what the Oddfellows has to offer. You will have an active role in developing the Branch to achieve its full potential, aiming to establish new groupings in relevant areas. You will need to be a highly social and caring person, as to create fun and friendships, you yourself will need to take an active part in what we do. You will be sympathetic to the ethos of our Society and, as you become familiar with our Society's values, will want to become a member yourself.

Hours:

The position is for an average 10 hours per month. You'll be required once a month to organise and host the Branch events. You will also be required to work from home to undertake administrative duties. Hours may include some weekend and evening work in line with our service delivery.

Salary and rewards:

This is a 10 hours per month post with a pay rate of £14 per hour. All out of pocket expenses will be reimbursed.

Day to day reporting to:

Branch 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:

- In conjunction with the CoM, be involved in the creation/execution of social events and membership
- Attend, plan and organise one social event per month
- You will be required to set up and put away the tables and chairs at each event in the village hall
- Host the events and take photographs for Facebook articles
- Take bookings and contact members to remind them about forthcoming events
- Research the interests, hobbies, age and geographic spread of the membership to organise social events which appropriately reflect their interests and location
- Serve as a member of the Committee of Management and attend business meetings

- Prepare reports for monthly Lodge meetings held on the 3rd Monday of the month.
- Promote events to members and the wider community in line with the Society rules.
- Handle event finances, including entry money.
- Provide Facebook write ups and adverts for upcoming events
- Undertake administrative duties such as dealing with bookings, confirming venues, trips etc
- Support the CoM and proactively encourage other members to volunteer
- 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 if required
- 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

How to apply:

Please email your CV/profile with a letter of introduction outlining your suitability for the role to the Branch Secretary: Nicky Hankins, nicky.hankins@oddfellows.co.uk. You are welcome to call on 07523 758275 if further information is required.

Closing date: Monday 27 April 2026

Interview date: W/c Monday 11 May 2026