



Branch Administrative Secretary – Heart of the West Oddfellows

Role description and how to apply

About the Oddfellows

The Oddfellows is one of the largest and oldest friendly societies in the UK and their aim is to improve the quality of life for their members through active social involvement, care support and a range of financial benefits and services to members.

Role description

We have an excellent opportunity for an Administrative Secretary to join our Heart of the West Branch which covers Newton Abbot, Torquay, Exeter and surrounds. This is a part-time role working an equalised average of 12 hours per week. Flexible working hours is a requirement and this will include some occasional weekend and evening work.

About the role

As the Administrative Secretary, you will help and support the Branch to be financially and administratively strong. This includes supporting the volunteer Committee of Management and assisting the Branch Social Organiser.

As the Administrative Secretary, the principal aim is to be responsible to the Committee of Management for the Secretarial and Financial Administration of the Branch as well as looking after the Branch's members. Please note that support for the role and necessary training is provided by the Society's central Office in Manchester.

In terms of day-to-day reporting, the successful candidate will report to the Committee of Management.

The following key tasks are central to the role of the Branch Administrative Secretary:

Financial

- Maintain financial records using the Society's designated accounts computer programme, Microsoft Dynamics.
- Process receipts and payments.
- Prepare annual Financial Statements.
- Prepare and update financial reports and budgets on a regular basis for the Committee.
- Coordinate investment strategy with the Committee of Management.
- Prepare any other returns / documents required by the Branch or the Central Office (Unity) in Manchester.

Meetings

- Act as the administrator for all Branch meetings which includes:
 - Preparing and circulation of agendas.
 - Preparing and circulation of minutes.
 - Ensure actions resulting from meetings are implemented.

Membership

- Deal with all membership applications and enquiries.

- Maintain membership records including the collection of annual contributions.
- Process membership claims of benefits.
- Process claims for Branch and Unity benefits.
- Actively seek to increase the membership of the Branch.

Care

- Visit or contact members and, where required, help them to find solutions to health and welfare related problems using the support available from the Central Office (Unity) in Manchester.

General

- Respond to correspondence and enquiries from members and others (letter, telephone, email & in person).
- Send out mailings.
- Liaise with the Central Office (Unity) and, where it applies, other Branches.
- The successful candidate must be able to react to changing circumstances in a timely manner.

Training and support

Training will be provided by the Society within six weeks of your appointment which will cover the key areas of the role.

- It is expected for Administrative Secretaries to attend the following:
 - Initial training at the Central Office (Unity) in Manchester which is about four days in duration and will include up to three consecutive overnight stays in Manchester (but some elements can be carried out via Zoom).
 - Attendance at weekend seminars which will include up to two consecutive overnight stays at each seminar attended.
 - Attendance at the Society's Annual Movable Conference which will include up to four consecutive overnight stays for each conference attended.

About the person

We are looking for an Administrative Secretary who is friendly, outgoing and organised, with an ability to work to deadlines, and without close supervision.

A DBS check will be completed for the successful applicant, and any job offer is subject to a successful DBS check.

The following attributes are essential:

- A people person with excellent communication skills.
- Ability to be patient and diplomatic.
- Able to negotiate, persuade, organise, plan and manage your own time.
- A good working knowledge of MS Office, internet, email and social media.
- Basic bookkeeping experience.
- Good interpersonal skills – enjoy meeting new people and making members

welcome.

- Ability to work alone and organise one's time efficiently.
- Own transport.
- Willingness to work some unsocial hours (eg evening and weekend meetings).

The following experience and skills are desirable:

- Experience of working with membership organisation and volunteers.
- Administration experience including bookkeeping.

About the hours and rewards

This is a part-time role working an equalised average of 12 hours per week. You will be based from home and you will be expected to work on your own initiative. You will need on occasion to meet with other members of the Committee in and around the Exeter area so the ability to do that is important.

The role is permanent, based on a successful probationary period. Flexible working hours are available, and this will include some occasional weekend and evening work.

You will receive an excellent salary of £15 per hour, subject to review after six months, thereafter there will be regular appraisals. Please only apply if you are happy to work these hours.

How to apply

Please apply with a covering letter and a copy of an up-to-date CV to jane.nelson@oddfellows.co.uk

For any queries, please call 07730 300477.

No agencies please.

Closing Date: Friday 17 October 2025

Interview Date: Ideally w/c 20 October 2025

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.