



## Social Organiser

Oddfellows Heart of Norfolk Branch  
(covering West of Norwich including Dereham, Fakenham and surrounding areas)

### **The role:**

The Social Organiser has a key role supporting our existing members with social events and outings as well as actively seeking 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 groups in relevant areas. You will need to be a highly social and caring person, able to create fun and friendships, and 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 need to join our Branch.

### **Hours: 10 per week**

The position is for an average 10 hours per week. You'll be based from home, although activities you organise and host will be across our Branch area. The role is permanent, based on a successful probationary period.

You will be expected to work on your own initiative with a flexible approach. Hours may include weekend and evening work in line with our service delivery.

### **Salary and rewards:**

The rate of pay is £14.00 per hour. All out of pocket expense will be reimbursed.

### **Accountable to:**

Committee of Management (CoM)

## Job description

### **Overall purpose:**

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

### **Key tasks and responsibilities:**

- In conjunction with the existing Social Committee and the CoM, be involved in the creation/execution of a social and membership development plan
- Collaboratively work with the existing Social Committee and Secretary
- 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 input to the production of a branded events diary and keeping the Events Booking System up to date
- Undertake administrative duties such as dealing with bookings, taking payments for events, confirming venues, trips, Facebook admin, dealing with enquiries and press releases
- 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
- Attend social committee meetings and events (including taking photographs, writing event reviews for the newsletter and other front of house duties)
- 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
- Occasional evening and weekend work
- Has a proven ability to work to deadlines without supervision
- Strong organisational skills
- Preferably has some experience of customer relations and marketing but not essential
- 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.

**How to apply:**

Please email your CV/profile with a letter of introduction outlining your suitability for the role to: Lydia Rose Cutting at [lydia.rosecutting@oddfellows.co.uk](mailto:lydia.rosecutting@oddfellows.co.uk)

You are welcome to call Lydia on 01362 696 536 if further information is required.

All applicants will receive an email reply and be invited to interview if successful.

**Closing date:** Thursday 26 February 2026

**Interviews to be held:** Week commencing Monday 2 March 2026