



Job description

Welfare Visitor at Halifax White Rose District Branch

The Oddfellows' 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 in Halifax and across the Calder Valley, and as far as Todmorden.

The role:

Working alongside others, you will provide guidance and support to our existing management team and Social Events Organiser and deliver various established services for our members. You will need to be a highly social and caring person. 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: 20 hrs per month (average)

The position is for an average 20 hours per month. Work is based from home but you will need to visit members in Halifax and across the Calder Valley, and as far as Todmorden.

Salary and rewards:

This is an average 20 hour per month with a pay rate of £12.90 per hour. All out of pocket expenses will be reimbursed.

Day to day reporting to:

District Branch Secretary

Accountable to:

Committee of Management (CoM)

Job description

Key tasks and responsibilities:

- A love of helping and supporting people, with good listening skills, sensitivity and a compassionate, non-judgmental attitude. Has natural empathy and will be diplomatic when the need arises.
- Offer companionship and support – a friendly face and/or a listening ear to help reduce isolation, and improve health and wellbeing of members.
- Responding to member queries and maintaining regular contact with those who may require care and welfare support by phone, letter, email, home or hospital visits or at Branch events.
- Signpost the member to other sources of support where needed and help to access Oddfellows services and benefits or from external agencies if needed or passing issues on to the Prov C.S/Secretary or the Care Department as needed.

- Keeping brief records of contacts made and reporting to the Branch Secretary and Committee of Management as required.
- Commitment to complying with confidentiality, data protection and other policies relevant to the role.
- Attend Committee meetings 4-7 times per year to update Committee on Members' wellbeing and any decisions they may need to make in relation to Care, Convalescence and Benevolence Claims.
- Occasionally undertake additional tasks such as shopping or transport including to health or social care settings.

Person specification:

- Should have a good working knowledge of Microsoft Office, email and internet
- Understanding of the issues facing older or vulnerable people and the ability to deal sensitively, patiently and non-judgmentally with members queries.
- Some knowledge of how to access support from statutory and voluntary health and social care agencies and knowledge or willingness to learn about the Oddfellows systems and the support it offers its members.
- Ability to work independently.
- A clean driving licence and access to a car. (mileage reimbursed in line with (HMRC)

Any of the following would be an advantage.

- Experience of working in a health, social care or advice.
- Experience of supporting by working alongside, or being a volunteer.

How to apply:

Please email your CV/profile with a letter of introduction outlining your suitability for the role to the Debra Haley, Prov C.S/Secretary at Debra.haley@oddfellows.co.uk

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

Closing date: Friday 25 July 2025

An Enhanced with Barred List DBS check will need to be undertaken for this role if successful.