



Job description

Administrative Secretary at Norwich District Branch

We are looking for an Administrative Secretary to join one of the largest and oldest friendly societies in the UK, within the Norwich District covering Norwich and surrounding areas.

Hours:

The role of Administrative Secretary is a mix of home and office (Reepham Road, Hellesdon) based. You will be expected to work on your own initiative, working an equalised average of 21 hours per week (flexible working hours to be agreed with the successful candidate, although some office opening hours would need to be covered so members are aware when they can call, may include occasional weekend and evening work).

Salary and rewards:

This is a 21 hours per week post with a pay rate of £15p/h subject to a successful probationary period. A computer, printer and mobile phone is supplied. Please only apply if you are happy to do these hours.

The company:

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 Norwich and surrounding areas.

The role:

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

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

- Day-to-day bookkeeping
- Managing the membership and ensuring they are kept informed on Branch matters
- Supporting a volunteer Committee of Management to steer and govern the society
- Promote the Society in the local area
- Develop active involvement of member
- Manage a small function room, including promotion, bookings and maintenance

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, delivering on measurable targets. You must have / be:

- A people 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

Essential skills:

In the role of Administrative Secretary you must have:

- A good working knowledge of MS Office, internet, email and social media
- Basic bookkeeping experience
- Excellent interpersonal skills - enjoys meeting new people and capable of ensuring that everyone feels part of the organisation

How to apply:

Please email your CV/profile with a letter of introduction outlining your suitability for the role to nigel.stock@oddfellows.co.uk

You are welcome to email if further information is required. All applicants will receive an email reply and be invited to interview if successful.

Closing date: Sunday 16 November 2025

Interview date: Week commencing Monday 24 November 2025