



Job description

Administrative Secretary at St Helens and Warrington Branch

We are looking for an **Administrative Secretary** to join our St Helens and Warrington Branch. With a target market which is largely 50+, we support our members to develop friendships, have fun and take part in a great social life. Our active social involvement is underpinned with a range of care and financial products and services to support our members.

Hours;

You will be expected to work on your own initiative, working an equalised average of 12 hours per week. The role of Administrative Secretary will be predominantly home-based, but you will be required to attend St Helens throughout the year for a number of meetings and there may be a periodic need for cover for social events. Flexible working hours are to be agreed with the successful candidate, which will include some very occasional weekend and evening work.

Salary and rewards:

Initially this is a 12 hour per week post with a pay rate in the region of £15 to £17 per hour subject to review after six months. Please only apply if you are happy to do these hours.

The role:

As Administrative Secretary, the principle aim is to help and support the Branch 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+), supporting volunteering and helping the Branch and its membership to grow.

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

- Day-to-day bookkeeping
- Minute taking
- Managing the membership and renewals, ensuring they are kept informed on Branch matters.
- As a supporting member, of a volunteer Committee of Management to be able to steer and govern the Branch of the Society.
- Keeping up to date with the Society's Rules and Procedures.

General:

- Attend and take an active part in Committee of Management meetings and social committees as required
- Keep in contact with Unity Office Development Team, for their support
- Any other duties reasonably required, including attending training when required

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
- Able to take minutes
- Basic bookkeeping / accountancy experience (payroll experience would be advantageous, but not essential)
- 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 Pam Casey, St Helens and Warrington Branch at pamela.casey@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: Friday 25 April 2025. Interviews to be held on Friday 9 May 2025