

Part-time Events and Publicity Organiser – Birmingham District (Black Country area)

Job description and how to apply

We are looking for a part-time Events and Publicity Organiser to join one of the largest and oldest friendly societies in the UK, within the Oddfellows' Birmingham District.

About the hours/rate of pay

You will be expected to work using your own initiative, working an average of **20 hours per month** primarily taking the lead in publicity and promotion in the Black Country area (Dudley / Wolverhampton/ Sandwell / Walsall) and also hosting some of our social groups. You'll be based from home although the events you organise will be across our Branch area. The role is permanent, based on a successful probationary period.

Flexible working hours are to be agreed with the successful candidate, which may include occasional weekend and evening work.

The role has a pay rate of £12 to £14 per hour dependent on experience.

About the role

The Events and Publicity Organiser role requires you:

- To co-ordinate, organise and develop social activities and promotional events to attract potential and existing members within the Birmingham District.
- To be proactive in promoting the organisation and to build and support a team of volunteers to facilitate both our social and care activities.
- To support the Committee in the creation and execution of a Development Plan.

The Events and Publicity Organiser is expected to travel throughout the West Midlands. Access to a car and driving to various venues (for which expenses can be claimed), is an essential part of the role.

You will report to the Birmingham District Committee of Management (CoM).

About the key tasks and responsibilities in the role of Events and Publicity Organiser, you will:

- Promote Oddfellows membership at Oddfellows Social events
- Work with the CoM to identify potential recruitment events and opportunities and supporting the development of a recruitment plan

- Take responsibility for developing and staffing recruitment stands and running recruitment events.
- Support central initiatives around recruitment such as Oddfellows Friendship Month
- Build the volunteer teams and motivate other members to get involved in helping with events and care in conjunction with other Branch staff
- Co-ordinate and keep social committee members and social volunteers informed and motivated. Provide them with support and guidance to help with events (including taking photographs, writing event reviews for the newsletter, and helping with front of house duties)
- Plan, organise and oversee social events, in conjunction with social committees and volunteer event organisers
- Take an active role in leading the Branch social committee
- Liaise with other Branches to share experiences, ideas and possibly use their events in the District event diary
- Carry out risk assessments in connection with events organised and to ensure adequate insurance cover is in place
- Proactively contacting members to remind them about forthcoming events
- Recording event attendance and popularity, including recording details of non-members attending to follow up and encourage membership
- Promote events internally and externally. This will include producing a regular Events Diary and Newsletter, posters, flyers, invitations and editorial with support from the Branch and the national office
- Build a network of local contacts to help promote the organisation and what we do
- Work with Branch volunteers to develop the Branch's social media and ensure it is kept updated and relevant
- Keep the local media, including print and online, informed of the work of the Oddfellows and the Branch, proactively promoting future events through press releases, online what's on guides and other local mediums
- Attend regular supervision meetings with the District Secretary and/or Committee of Management
- Attend and take an active part in CoM meetings and social committees as required to feed into the development processes
- Keep in contact with the national Branch Development team for their support and help in achieving the development aims
- Any other duties reasonably required.

About you

To be successful for the role of part-time Events and Publicity Organiser you will have/be:

Essential:

- A good working knowledge of internet and email applications
- A full driving licence and access to a car
- Excellent interpersonal skills
- Enjoy meeting new people and ensuring that everyone feels part of any event

- Strong organisational skills
- Able to budget effectively and manage money
- Flexible and prepared to work evenings and occasional weekends
- A proven ability to work to deadlines without supervision
- Some customer care knowledge
- Persuasive and confident about putting fresh ideas forward
- Resourceful and able to overcome challenges
- Willing to work with a range of people with different backgrounds and social circumstances.

Desirable:

- Has experience of producing basic publications and marketing materials
- Has a good working knowledge of social media platforms such as Facebook
- Has some customer care, PR and marketing experience
- Has professional experience of organising events and social activities
- Previous work in a development role.

Please send your CV to Liz Blackhurst

Email: elizabeth.blackhurst@oddfellows.co.uk

Call: 0121 707 5626

Closing date: Thursday 28 March 2024 - 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.