

Branch-based Event Host / Organiser – Job description and how to apply

We are looking for a part-time Event Host / Organiser to join one of the largest and oldest friendly societies in the UK, within our Derbyshire Peak Branch covering events in Chesterfield and around Derbyshire, including Buxton.

About the hours / rate of pay

You will be expected to work using your own initiative, working an average of 4 hours per week (flexible working hours to be agreed with the successful candidate, which include occasional weekend and evening work). The role has a pay rate of £13 per hour.

About the role

The Event Host / Organiser role requires you to help host, co-ordinate and develop social events to attract potential and existing members within the Derbyshire Peak area, and to be proactive in promoting the organisation.

You will report to the Branch Social Organiser.

In this role you will:

- Host pre-arranged social events for our members
- Attend regular meetings with the Social Organiser
- Help to organise, oversee and promote future social events
- Motivate other members to get involved in helping with events
- Undertake administrative duties in support of the role
- Make calls to members, answer the phone and deal with bookings
- Obtain receipts/payments and keep a log of attendees
- Show a duty of care to members when out and about at events
- Carry out any other duties reasonably required.

You will have / be:

- 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
- Able to deal with money
- Flexible and prepared to work evenings and occasional weekends
- A proven ability to work to deadlines without supervision
- Strong organisational skills
- 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.

Please send your CV to Lucy Halliday either by:

Email: lucy.halliday@oddfellows.co.uk

Post: Lucy Halliday, 126 Saltergate, Chesterfield S40 1NG

Closing date: Wednesday 5 February 2025.