

Social Events Assistant – West London Branch – Job description and how to apply

We are looking for a part-time Social Events Assistant to join one of the largest and oldest Friendly Societies in the UK, within the West London Branch

About the hours / rate of pay

You will be expected to work using your own initiative, working an average of 6 hours per week. Flexible working hours to be agreed with the successful candidate, which include weekend and evening work. The role has a pay rate £12.50 per hour.

About the role

The role will include

- Assisting with the social afternoons at 186 Hammersmith Road on the first and third Tuesday of the month from 11am to 5pm. You will be expected to lay out buffet food and assist with making hot drinks for attendees. You may be required to help with bingo or quizzes and to chat to the attendees
- You will host a monthly meal out in a different area of our district each month. You will be responsible for escorting those attendees that wish to travel together from Hammersmith to the venue. You will need to have good mathematical skills to work out what each attendee needs to pay. Meals take place at different times of the day and will include weekends and evenings
- One other event per month to be agreed.
- You will also be required to post regularly on the West London District's Facebook page. Training will be provided
- Attend regular meetings with the Social Organiser
- Undertake administrative duties in support of the role
- Make calls to members, answering the phone and deal with bookings
- Obtain receipts/payments and keeping a log of attendees
- Show a duty of care to members when out and about at events
- Carry out any other duties reasonably required.

About you

To be successful for the role of part-time Social Events Assistant you will have / be:

- A good working knowledge of internet and email applications
- 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 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 cover letter and CV to Mrs Rosalind Earp, 186 Hammersmith Road, London W6 7DJ or email it to rosalind.earp@oddfellows.co.uk

Closing date Friday 5 April