



Job description

Administrative Assistant at Canterbury District

We are looking for an Administrative Assistant to join one of the largest and oldest friendly societies in the UK, within the Canterbury District.

Hours:

The role of Administration Assistant will be based at home with occasional attendance at the Sandwich office and at locally-held committee meetings. You will be expected to work, initially, for **10 hours per week** (flexible working hours to be agreed).

Salary and rewards:

This is a 10 hour per week post with a pay rate from £15.00 per hour 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 role:

As Administration Assistant, the principal aim is to provide help and support to the Administrative Secretary of the Canterbury Branch with varied tasks. This includes, primarily, the preparation and distribution of meeting agendas, meeting minutes, reports and other documents as required. Help will also be needed with membership benefit and benevolence claims and member enquiries, both existing and potential, renewal of membership and maintenance of records and databases. This is all designed to help the Branch to manage its administration and allow the membership to grow.

The person:

We are looking for an individual who is friendly, outgoing and organised, with an ability to work to deadlines and without close supervision.

Essential skills:

- A good working knowledge of MS Office, internet, email and social media
- Excellent verbal and written communication abilities
- Ability to handle sensitive information with confidentiality and discretion
- Patient and a diplomatic attitude;
- Friendly outlook with a commitment to the mission of Oddfellows
- Ability to take and produce minutes of committee-based meetings
- Time Management - organisational and planning abilities
- Multitasking and prioritising tasks effectively
- Basic book-keeping

How to apply:

Please email your CV/profile with a letter of introduction outlining your suitability for the role to Sammie Rayson at Sammie.rayson@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.

No agencies

Closing date: Monday 18 August 2025