



**THE**  
**ODDFELLOWS** SINCE 1810  
*making friends, helping people*

## **Job description**

### **Administrative Secretary at Bristol District Branch**

covering Bristol, South Gloucestershire, Wiltshire, Somerset and North Somerset

We are looking for an Administrative Secretary to join one of the largest and oldest friendly societies in the UK, within the Bristol District Branch, covering Bristol, South Gloucestershire, Wiltshire, Somerset and North Somerset. We support our members to develop friendships, have fun and take part in a great social life. Our aim is to improve the quality of life for our members through active social involvement, care support and a range of financial benefits and services.

#### **Hours:**

The role of Administrative Secretary is predominantly home based, with monthly committee meetings taking place in Bristol. You will be expected to work on your own initiative, working an equalised average of 15 hours per week. Flexible working hours will be agreed with the successful candidate, so members are aware of when they can call. Hours may include some weekend and evening work – please only apply if you are comfortable working these hours.

#### **Salary and rewards:**

This is a 15 hour per week post, with a pay rate from £18-£20 per hour, based on experience and subject to review after completion of a successful probationary period. A computer, printer and mobile phone is supplied.

#### **The role:**

The principal aim of the Administrative Secretary is to support the Branch to be financially and administratively strong. This includes supporting the volunteer Committee of Management to deliver on the membership package, overseeing the delivery of the Branch's social offering to its target market (predominantly 50+), attracting new members, marketing and promoting the organisation and supporting volunteers and their development.

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

- Day-to-day bookkeeping (e.g. processing of invoices/claims/receipts, bank reconciliations, monitoring cash flow, production of financial statements and annual accounts, etc.)
- Issuing agendas and taking minutes
- Liaising with our land agent regarding land owned by the branch
- Managing membership and renewals, ensuring members are kept informed on branch matters
- Serving as a supporting member of the volunteer Committee of Management to steer and govern the branch
- Promoting the Society in the local area, including distributing press releases
- Developing active member involvement
- Building relationships with the local community
- Keeping up to date with the Society's Rules and Procedures

#### **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

A DBS check will be completed for the successful applicant, and any job offer is subject to a successful DBS check.

**Essential skills:**

In the role of Administrative Secretary, you must have:

- A good working knowledge of MS Office, the internet, email and social media
- Basic bookkeeping experience (payroll experience is advantageous, but not essential)
- Excellent interpersonal skills (the ideal candidate will enjoy meeting new people and will be capable of ensuring that everyone feels part of the organisation)

**Training**

The successful candidate will receive training from the Society within six weeks of appointment, covering the key areas of the role. This training will take place at the Oddfellows Manchester Office (some elements can be arranged via Zoom on request). Initial training will run over four days. Accommodation is provided, and transportation costs will be covered.

**How to apply:**

Please email your CV/profile with a letter of introduction outlining your suitability for the role to Demi Trotman at [demi.trotman@oddfellows.co.uk](mailto:demi.trotman@oddfellows.co.uk)

You are welcome to email or call Demi on 07722 010120 if further information is required. All applicants will receive an email reply and successful candidates will be invited for an interview.

**Closing date:** Sunday 29 March 2026

**Interview date:** week commencing Monday 6 April 2026