



Job description

Administrative Secretary at St Helens & Warrington Branch

We are looking for an **Administrative Secretary** to join one of the largest and oldest Friendly Societies in the UK. With a target market which is largely 50+, we support our members to develop friendships, have fun and take part in a great social life. Our active social involvement is underpinned with a range of care and financial products and services, to support our members within the St Helens & Warrington Branch (covering St Helens, Warrington and surrounding areas)

Hours:

The role of Administrative Secretary will be predominantly home-based, but you will be required to attend St Helens Branch throughout the year for a number of meetings. You will be expected to work on your own initiative, working an equalised average of 12 hours per week (with flexible working hours, to be agreed with the successful candidate - including some very occasional weekend and evening work).

Salary and rewards:

Initially, this is a 12-hour-per-week post, with a pay rate between £15p/h - £17p/h, based on experience and subject to review after six months. Please only apply if you are happy to do these hours.

The company:

Our aim is to improve the quality of life of our members (primarily in the St Helens & Warrington areas), through active social involvement, care support and a range of financial benefits and services.

The role:

As Administrative Secretary, the principle aim is to help and support the Branch of this Society to be financially and administratively strong. A key aspect of this is supporting the volunteer Committee of Management to deliver on the membership package, including supporting the delivering of the social element of what the Society does to its target market (predominantly 50+), supporting volunteering and helping the Branch and its membership to grow.

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 (processing of invoices/claims and receipts, bank reconciliations, etc)
- Minute taking
- Managing the membership and renewals, ensuring that members are kept informed on Branch matters.
- Serving as a supporting member of a volunteer Committee of Management, to be able to steer and govern the Branch.
- Keeping up to date with the Society's Rules and Procedures.

General

- Attending and taking an active part in Committee of Management meetings and social committees, as required
- Keeping in contact with the Unity Office Development Team for their support
- Any other duties reasonably required, including attending necessary training.

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's 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

Essential skills:

In the role of Administrative Secretary, you must have/ be:

- A good working knowledge of MS Office, internet, email and social media
- Able to take minutes
- Basic bookkeeping / accountancy experience (payroll experience would be advantageous, but not essential)
- Excellent interpersonal skills - enjoys meeting new people and capable of ensuring that everyone feels part of the organisation

How to apply:

Please email your CV/profile with a letter of introduction outlining your suitability for the role to Margaret Harrison-Ingham, St Helens & Warrington Branch at Margaret.Harrison-Ingham@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.

Closing date: Tuesday 30 September 2025
Interviews to be held on: Friday 10 October 2025