



## **JOB DESCRIPTION – DISTRICT BRANCH SECRETARY – CONCORD BRANCH**

### **JOB RESPONSIBILITIES**

Responsible to the Committee of Management for the secretarial and financial administration of Concord Branch, and for looking after the Branch's members. The Branch's activities cover the West Surrey and North East Hampshire areas.

Work collaboratively with, and manage part-time Branch Social Organiser to ensure regular suitable social event programme (incorporating both face to face & virtual events), ensuring that such events are well publicised.

### **Financial Tasks**

- Maintain financial records using the Society's designated accounts computer programme, Microsoft Dynamics.
- Process receipts and payments in line with the standards defined in the Branch Systems of Control.
- Maintain PAYE records for Branch employees and calculate payments – help available with this.
- Prepare annual Financial Statements for the Committee of Management prior to submission to the appointed Accountant for Tier 2 review. Complete all required year end documentation for submission to Unity Office in accordance with stated deadlines. Previous post-holder willing to support & provide guidance.
- Prepare and update financial reports for meetings of the Committee of Managements and Trustees, and for the bi-annual meetings of the Branch.
- Coordinate investment strategy with Trustees and the Committee of Management.
- Prepare any other returns/documents required by Unity or any other statutory body.

### **Meetings**

- Act as the administrator for all Branch meetings – twice yearly summoned meetings, Committee of Management meetings, Trustees meetings:
  - prepare and circulate agendas
  - record minutes
  - prepare resolutions and ensure their implementation.

### **Membership**

- Deal with membership applications and issue new members' welcome packs.
- Monitor the renewals process undertaken by Membership Services Department.
- Maintain membership records and process amendments using Dynamics.
- Process claims for Branch and Unity benefits.
- Process applications for benevolence grants.
- Actively seek to increase the membership of the Branch.

### **Care**

- Together with the Branch Welfare Officers, visit members in need of support, and, where required, help find solutions to health and welfare related problems. (NB: Concord currently has 3 Welfare Officers). Liaise with Care Department to ensure all training is kept up to date. Complete quarterly care report forms.

## **Social and Public Relations**

- Social organisation:
  - Oversee the work of the Social Organiser in the planning, organisation and execution of events, and cover or arrange cover for him/her in their absence.
  - Collaborate with the Social Organiser in the production of Out & About Events/Newsletter (twice/year) ensuring that these are posted out together with Summoned Meeting mailshots.
  - Oversight of promotional literature prepared by Social Organiser, ensuring that correct branding is adhered to.
  - Organise, together with the Branch Committee and Social Organiser, fundraising events.
- Public Relations (PR):
  - Actively promote the Branch and Society within the local community, e.g. distribute Out & About Events Diaries, leaflets and posters, ensuring that everything is kept up to date;
  - Liaise with local newspapers, radio, etc.
  - Oversight of Branch Facebook page
  - Arrange opportunities to promote the Branch & Society at talks/fairs etc.

## **Ad hoc**

- Respond to correspondence and enquiries from members and others (letter, telephone, email, in person).
- Send out mailings.
- Liaise with Unity Office staff and departments as appropriate
- Maintain list of documents sent to Unity for archiving
- Maintain list of Society Lectures and/or Degrees taken, ensuring that any member wishing to take such lectures or degrees is given appropriate opportunity.
- Ensure new Committee members receive appropriate training regarding the duties and responsibilities of Committee members.
- Attend annual Weekend Seminar when possible, encouraging other Committee members or interested others to also attend, with a view to encouraging more active participation at Committee meetings.
- Together with the Social Organiser encourage active local members who may be potential Committee members when required.

## **Salary and hours**

This is a 24 hour per week post, with a starting pay rate of £16 per hour, and is subject to review following a successful 6 month probationary period. Some flexibility will be required during busy periods.

## **Person Specification**

Please contact Jane Nicole at [concord@oddfellows.co.uk](mailto:concord@oddfellows.co.uk) for a copy of the Person Specification for essential and desirable experience and skills.

## **How to apply**

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

The closing date for applications is Friday 9 February 2024.