

Social Organiser Oddfellows Preston District (Lancaster and Morecambe area)

The role:

Our Social Organiser has a key role supporting our existing members to get social and active, as well as bringing in new members to enjoy what the Oddfellows Society has to offer. You will have an active role in developing the Branch to achieve its full potential, aiming to establish new groupings in relevant areas. You will need to be a highly social and caring person, as to create fun and friendships, you yourself will need to take an active part in what we do. You will be sympathetic to the ethos of our Society, and as you become familiar with our Society's values, will want to become a member yourself.

Hours: 8 per week

The position is for an average 8 hours per week. You'll be based from home although activities you organise and attend will be across our Branch's Lancaster and Morecambe areas. The role is 12 months fixed term.

You will be expected to work on your own initiative with a flexible approach. Hours may include occasional weekend and evening work in line with our service delivery.

Salary: £12.50 and hour

Travel expenses in the execution of your duties will be covered.

Day to day reporting to:

Existing Social Organiser

Accountable to:

Committee of Management (CoM)

Job description

Overall purpose:

To co-ordinate, organise, promote and develop social events and to take a proactive role in using events to attract new members to join the Branch.

Key tasks and responsibilities:

- In conjunction with existing Social Coordinator and the CoM, be involved in the creation/execution of a social and membership development plan
- Collaboratively work with the existing Social Organiser.
- Research the interests, hobbies, age and geographic spread of the membership to organise social events which appropriately reflect their interests and location

- Take bookings and contact members to remind them about forthcoming events. Also undertake follow up calls to thank them for attending and to get their feedback
- Develop relationships and network with local like-minded organisations with a view to exploring recruitment opportunities, increasing awareness of the Branch and its activities and the Oddfellows in general
- Advertise events to the membership, and prospective members when appropriate. This will include input to the production of a branded events diary and keeping the Events Booking System up to date
- Undertake administrative duties such as dealing with bookings, confirming venues, trips etc
- Liaise with the Branch Development Department at Unity Office in Manchester for support and advice
- Any other duties reasonably required to do the job.

Person specification

- Should have a good working knowledge of Microsoft Office, email, internet and social media (Facebook in particular)
- A full clean driving licence and access to a car
- Excellent interpersonal skills and enjoys meeting new people and ensuring that everyone feels part of any event
- Able to budget effectively and manage money
- Is flexible and prepared to work occasional evenings and weekends
- Has a proven ability to work to deadlines without supervision
- Strong organisational skills
- Preferably has some experience of customer relations and marketing but not essential
- Is persuasive and confident about putting fresh ideas forward
- Is resourceful and able to overcome challenges
- Is willing to work with a range of people with different backgrounds and social circumstances.

How to apply:

Please email your CV/profile with a letter of introduction outlining your suitability for the role to **Barbara Malloy (District Secretary)** – barbara.malloy@oddfellows.co.uk

You are welcome to call on **Colin Burbidge (Social Organiser)** on 07592 004080 if further information is required.

All applicants will receive an email reply and be invited to interview if successful.

Closing date for applications: 23/2/24

Interview date: Fri 8 March