



the
ODDFELLOWS SINCE 1810
making friends, helping people

Job description

Administrative Secretary at Southampton District

We are looking for an Administrative Secretary to join one of the largest and oldest friendly societies in the UK, within the Southampton District (covering Totton, Bitterne, Sarisbury Green, Stubbington, Gosport, New Forest, Winchester and Portsmouth).

Hours:

The role of Administrative Secretary is home-based but you will need to attend Branch meetings which are currently held in Totton. You will be expected to work on your own initiative, working a minimum 16 hours per week (additional hours may be required). Flexible working hours to be agreed with the successful candidate, although some office opening hours would need to be covered so members are aware when they can call, will include some weekend and evening work. Subject to a successful probationary period.

Salary and rewards:

This is a minimum 16 hours per week post (any additional hours will be paid where applicable) with a pay rate of £16.79 per hour. All out of pocket expenses will be reimbursed. A computer, printer and mobile phone is supplied. Please only apply if you are happy to do these hours.

The company:

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 to members in the Southampton District (covering Totton, Bitterne, Stubbington, Gosport, New Forest, Winchester and Portsmouth).

The role:

As Administrative Secretary, the principle aim is to help and support the Branch of this Society to be financially and administratively strong. This includes 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+), while bringing in new members, marketing and promoting the organisation, supporting volunteering and helping them 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
- Responsible for carrying out branch online banking transactions
- Managing the membership and ensuring they are kept informed on Branch matters
- Main point of contact for the provision of care and welfare support to members
- Supporting a volunteer Committee of Management to steer and govern the Society
- Promote the Society in the local area
- Develop active involvement of members
- Build relationships with the local community

The role will require a DBS check and safeguarding training will need to be undertaken following appointment.

Training:

The successful candidate will be required to undertake two days training at Oddfellows Office in Manchester.

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

Essential skills:

In the role of Administrative Secretary you must have:

- A good working knowledge of MS Office, internet, email and social media
- Basic bookkeeping experience
- 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 Ali Holroyd at ali.holroyd@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: Monday 27 July 2026

Interview date: w/c Monday 3 August 2026