

# Branch Development Officer

## The Role

The Branch Development Officer is part of the Branch Development Team providing professional guidance and support for Branches. The principle aim being to help and support them in delivering an attractive and accessible in-person and online social proposition into the target market.

You will build strong, proactive relationships with Branches to inspire change, introduce new initiatives and ensure appropriate governance and standards are in place to reflect the Society's values and achieve key objectives.

You will be the main point of contact and support for a number of Branches across the network, whilst working closely with colleagues to share good practice and work collaboratively.

## Day to day reporting

Head of Branch Development

## Hours

34 per week

## Salary

£34,000

## Job Description

### Overall purpose

To strengthen and grow the Branch network to reflect the Society's core values and meet the expectations of existing and prospective members

### Key result areas

- Working with selected Branches, build an attractive, accessible in person and online programme of branch based social events
- Establish branch development plans that are regularly monitored and reviewed by all Committees of Management
- Support Branches to create and deliver a social programme which will increase member attendance, activate existing members as well as attract prospective/new members
- Develop the knowledge, skills and confidence of Branch staff and volunteers

- Increase active member involvement through volunteering

## **Person specification**

- Excellent communication and negotiation skills, with demonstrable ability to communicate with empathy and patience
- Experience of developing strong, collaborative relationships with a range of stakeholders
- Experience of implementing change and working with others to adopt new ways of working
- Great planning and organisational skills, self-directed and able to manage multiple projects simultaneously
- The ability to speak confidently in front of groups of people
- Experience of event organisation and the ability to create and develop social activities to increase membership
- Drive - to do a great job and to keep delivering stronger results
- Experience of working with a membership, not-for-profit or charitable organisation is desirable but not essential

MUST have a clean UK driving license and be prepared to travel with overnight stays

### **How to Apply:**

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

**Closing Date:** 20 January 2025