



Job description

Social Organiser at Concord Branch, covering West Surrey and North East Hampshire)

The Oddfellows' aim is to improve the quality of life for its members through active social involvement, care support and a range of financial benefits and services to its members at Concord Branch, which covers West Surrey and North East Hampshire.

The role:

Our Social Organiser has a key role supporting our existing members to get social and active, as well as bring in new members to enjoy what the Oddfellows 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: 16 hours per week

The position is for an equalised average 16 hours per week. You'll be predominantly working remotely from home although activities you organise will be across our Branch area and you must live within the Branch's area of West Surrey and North East Hampshire. The role is permanent, based on a successful six month probationary period.

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

Salary and rewards:

The salary is up to £14 per hour, dependent on experience. All out of pocket expense will be reimbursed.

Day to day reporting to:

District Secretary

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 the CoM be involved in the creation/execution of a social and membership development plan
- 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 the production of a branded events diary (at least bi-annually) 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
- Support social committee members and proactively encourage other members to volunteer – keeping them informed and motivated. Help them with events (including taking photographs, writing event reviews for the newsletter and other front of house duties)
- Attend social committee meetings and events
- Attend regular meetings with the District Secretary
- Duty of care to members when attending social events
- 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 evenings and weekends
- Has a proven ability to work to deadlines without supervision
- Strong organisational skills
- Has some experience of customer relations and marketing
- 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.
- Must live within the Branch's area of West Surrey and North East Hampshire
- Able to speak confidently in front of groups of people

How to apply:

Please email your CV/profile with a letter of introduction outlining your suitability for the role to Steph Hopes, District Secretary at steph.hopes@oddfellows.co.uk

You are welcome to email Steph if more information is required prior to submitting your application.

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

Closing date: Midday on Wednesday 23 April 2025. Please note we reserve the right to close this vacancy early if sufficient applications are received.

Interview date: Interviews will be held week commencing 5 May 2025 (excluding Bank Holiday Monday).