Job description

Social Organiser at Cinque Ports Warden Branch, covering Canterbury and Thanet

The Oddfellows' aim is to improve the quality of life for their members through active social involvement, care support and a range of financial benefits and services to members in the Canterbury and Thanet areas.

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:
The position is for an average 16 hours per week. You'll be predominantly working remotely from home but attend events in the Canterbury and Thanet areas. The role is permanent, based on a successful probationary period.

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

Salary and rewards:
This is a 16 hours per week post with a pay rate of £15.00 per hour. All out of pocket expense will be reimbursed.

Day to day reporting to:
District Secretary – Jan Reading

Accountable to:
Trustee's and Committee of Management (CoM) of Cinque Ports Warden Branch.

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
- 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.

How to apply:

Please email your CV/profile with a letter of introduction outlining your suitability for the role to the District Secretary, Jan Reading to jan.reading@oddfellows.co.uk

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

Closing date: Sunday 22 November 2026
Interview date: W/c Monday 30 November 2026