



Job description

Social Organiser at Combermere Branch, covering Manchester and surrounding areas

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 Manchester, Stockport, Glossop, Cheadle Hulme, Leigh and Bolton.

The role:

Our Social Organiser plays a key role in supporting existing members to stay socially active, while also encouraging new members to enjoy everything the Oddfellows has to offer.

This position is offered as part of a job share arrangement, working closely with an existing Social Organiser to ensure continuity, excellent member support, and successful delivery of our social programme. The successful candidate will work collaboratively with their job share partner, maintaining effective communication and coordinated planning.

You will play an active role in developing the Branch to achieve its full potential, helping to establish new groups and activities across relevant areas. As a highly sociable and caring individual, you will be confident building relationships, creating opportunities for friendship and connection, and actively participating in the events and activities you help organise.

You will be sympathetic to the ethos of our Society and, as you become familiar with our values, may wish to become a member yourself.

Hours:

This is a **job share position**, working an average of **12 hours per week**. You will predominantly work remotely from home, with regular attendance at events and activities across the Greater Manchester area. The role is permanent, subject to the successful completion of a probationary period.

You will be expected to work on your own initiative and adopt a flexible approach. Some evening and weekend working will be required in line with our events programme and member activities.

Salary and rewards:

This is a 12 hour per week post with a pay rate of £16 per hour. All out of pocket expense will be reimbursed.

Day to day reporting to:

Administrative 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
- 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 ali.holroyd@oddfellows.co.uk

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

Closing date: Friday 2 October 2026

Interview date: W/c 5 October 2026