



Job description

Social Organiser at Preston District Branch covering Preston 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 Preston District Branch (covering Preston and surrounding 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: 20 per week

The position is for an average 20 hours per week. You'll be based from home although activities you organise and host will be across our Branch area. 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 weekend and evening work in line with our service delivery.

Salary: £12.50 per hour

This is a 20 hours per week post with a pay rate of £12.50 per hour. All out of pocket expenses will be reimbursed.

Accountable to:

Committee of Management (CoM)

Job description

Overall purpose:

To co-ordinate, organise, promote, develop and host 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 existing Social Coordinator and the CoM be involved in the creation/execution of a social and membership development plan
- Collaboratively work with the existing Social Coordinator

- 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 input to the production of a branded events diary and keeping the Events Booking System up to date
- Undertake administrative duties such as dealing with bookings, taking payments for events, confirming venues, trips, Facebook admin, dealing with enquiries and press releases
- 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.
- Attend social committee meetings and events (including taking photographs, writing event reviews for the newsletter and other front of house duties)
- 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
- Very occasional evening and weekend work
- Has a proven ability to work to deadlines without supervision
- Strong organisational skills
- Preferably has some experience of customer relations and marketing but not essential

- 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: Barbara Malloy at barbara.malloy@oddfellows.co.uk

You are also welcome to call Fiona on 07449 586388 if further information is required.

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

Closing date: Friday 8 August 2025

Interview date: Friday 22 August 2025