



The Oddfellows, Concord Branch

Job Description

Social Events Organiser

The Oddfellows are one of the largest and oldest Friendly Societies in the UK. With a target market which is largely 50+ we support our members to develop friendships, have fun and take part in a great social life. Our active social involvement is underpinned with a range of care and financial products and services to support our members.

The Role

As our Branch Social Events Organiser, you will have a key role supporting our existing members to get social and active, as well as bring in new members to enjoy all that the Oddfellows Society 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.

Reporting to:

Branch Secretary

Hours:

This is a home-based position working an average of 16 hours a week where you will be expected to work on your own initiative with a flexible approach. Hours will include weekend and evening work in line with our service delivery.

Accountable to:

Concord Committee of Management

Salary: From £13.00 an hour, dependent on skills and experience. All out of pocket expenses will be re-imbursed.

Overview of role tasks and responsibilities

Working in partnership with the local Branch Secretary and Committee, Head Office staff and Concord members, you will co-ordinate, organize, administrate and develop the social activities of Concord Branch to attract potential and existing members within the area. You will take a proactive role in the recruitment of new members and build and support a team of volunteers to support both our social and care activities. You will support the Branch Committee in the execution of its Development Plan, helping to review and adapt as required.

Key Tasks and responsibilities

Member recruitment

- To promote Oddfellows membership and represent the organization as host at Branch and District social events
- To work with the District Committee to identify potential recruitment events and opportunities and be the principal driver of local recruitment initiatives
- To take responsibility for developing and staffing recruit stands and running recruitment events
- To support central initiatives around recruitment such as the Oddfellows Friendship Month

Member involvement

- To build the volunteer teams and motivate other members to get involved in helping with events and care in conjunction with other Branch staff
- Co-ordinate and keep social committee members and social volunteers informed and motivated. Provide them with support and guidance to help with events (including taking photographs, writing event reviews for the newsletter, and helping with front of house duties)

Events

- Together with the Social Sub-Group, plan, organize and oversee a programme of social events across a variety of locations
- Look for potential members to become involved as volunteers, with a view to encouraging them to take on role as event host at simple events
- Take an active role in leading the Branch social sub-group
- Liaise with other Branches/Districts to share experiences, ideas and possibly use their events in the District Events Diary
- Carry out site visits and risk assessments in connection with events organized and to ensure adequate insurance cover is in place
- Proactively contact members to remind them about forthcoming events via phone, email or Facebook messenger to encourage attendance
- Record event attendance and popularity, including recording details of non-members attending to follow up and encourage membership

Communication and marketing

- Promote events internally and externally. This will include producing events for a regular Events Diary/Newsletter, posters, fliers, invitations and editorial with support from the Branch and Head Office plus uploading events to Facebook, Meetup, Freegle, Surrey Heath Care Connections etc.
- Be the lead for creating the content for the 6 monthly Branch Events Diary/Newsletter, ensuring print deadlines are met for 6 monthly membership mailings
- Build a network of local contacts to help promote the organization and what we do
- Take responsibility for the Branch's Facebook page, and other social media and ensure it is kept updated and relevant
- Ensure the Online Events Listing for the Branch is kept up to date
- Keep the local media, including print and online, informed of the work of the Oddfellows and the Branch, proactively promoting future events through press releases, online What's On guides and other local mediums

General

- Attend regular planning meetings with the Branch Secretary.
- Undertake administrative duties in support of the role. This will include: making calls and sending regular emails to new and existing members, answering the phone, opening mail and dealing with bookings, confirming venues, trips etc. and keeping a log of attendees.
- Attend and take an active part in Branch Committee meetings in order to feed into the Branch development processes and suggest improvements
- Keep in contact with Head Office Branch Development Team for their support and help in achieving the development aims

- Any other duties reasonably required, including attending training when required, to include induction visit to Head Office in Manchester and the annual Weekend Seminar which is held in either March or September, from Friday evening to Sunday lunchtime.

Person Specification

Please contact Jane Nicole at concord@oddfellows.co.uk for a copy of the Person Specification for essential and desirable experience and skills.

How to apply

Please email your CV/profile with a letter of introduction outlining your suitability for the role to Jane Nicole at concord@oddfellows.co.uk.

The closing date for applications is Friday 9 February 2024.