



Job description

Administrative Secretary at Norwich District Branch

We are looking for an Administrative Secretary to join one of the largest and oldest friendly societies in the UK, within the Norwich District covering Norwich and surround 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.

Hours:

The role of Administrative Secretary is a mix of home and office-based. The office is on Reepham Road, Hellesdon. You will be expected to work on your own initiative, working an equalised average of 15 hours per week. Current office opening hours are Tuesday and Thursday 9.30am to 3.30pm. Flexible working hours to be agreed with the successful candidate. There may be some very occasional evening and weekend work.

Salary and rewards:

This is a 15 hours per week post with a pay rate of £15 per hour subject to a successful probationary period. A computer, printer and mobile phone is supplied. Please only apply if you are happy to do these hours.

The role:

As Administrative Secretary, the principal aim is to help and support the Branch of this Society to be financially and administratively strong. This includes supporting the volunteer Committee of Management to deliver on the membership package, including supporting the delivering of the social element of what the Society does to its target market (predominantly 50+), while bringing in new members, marketing and promoting the organisation, supporting volunteering and helping them to grow.

In the role of Administrative Secretary you will focus on the financial and administrative elements of running the Branch, which will include:

- Day-to-day bookkeeping and correspondence
- Managing the membership and ensuring they are kept informed on Branch matters
- Working with a volunteer Committee of Management to steer and govern the society
- Promote the Society in the local area
- Develop active involvement of members
- Preparation for and attendance at Branch and management meetings
- Manage a small function room, including promotion, bookings and maintenance

The person:

We are looking for an Administrative Secretary who is friendly, outgoing and organised, with an ability to work to deadlines and without close supervision, delivering on measurable targets. You must have / be:

- A people person with excellent communication skills
- Able to speak confidently in front of groups of people
- Patient and diplomatic
- Able to negotiate, persuade, organise, plan and manage your own time

Essential skills:

In the role of Administrative Secretary you must have:

- A good working knowledge of MS Office, internet, email and social media
- Basic bookkeeping experience
- Excellent interpersonal skills - enjoys meeting new people and capable of ensuring that everyone feels part of the organisation

How to apply:

Please email your CV/profile with a letter of introduction outlining your suitability for the role to nigel.stock@oddfellows.co.uk

You are welcome to email if further information is required. All applicants will receive an email reply and be invited to interview if successful.

Closing date: Monday 25 May 2026

Interview Date: w/c Monday 1 June 2026