



Job description

Administrative Secretary at Cleveland and Durham District Branch

We are looking for an Administrative Secretary to join one of the largest and oldest friendly societies in the UK, within the Cleveland, Durham and Teesside 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 Cleveland, Durham and Teesside areas.

Hours:

The role of Administrative Secretary is home based, but does involve attending meetings in the Hartlepool area. You will be expected to work on your own initiative, working an equalised average of 15 hours per week. Flexible working hours are to be agreed with the successful candidate and may include occasional weekend and evening 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 principle 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
- Managing the membership and ensuring they are kept informed on Branch matters
- Supporting a volunteer Committee of Management to steer and govern the society
- Promote the Society in the local area
- Develop active involvement of member
- Support the Committee of Management with financial information and the management of three properties.

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 8 December 2025

Interview Date: Week commencing Monday 15 December 2025