



**the**  
**ODDFELLOWS** SINCE 1810  
*making friends, helping people*

## **Job description**

### **Assistant Secretary at Vecta District Branch (Isle of Wight)**

We are looking for a part-time Assistant Secretary to join one of the largest and oldest friendly societies in the UK, within the Vecta District Branch, based on the Isle of Wight.

The Oddfellows' aim is to improve the quality of life for its members through active social involvement, care support and a range of financial benefits and services.

#### **Hours:**

The role of Assistant Secretary is a part-time position and based in the Vecta District Branch office at Unity Hall, 20 St Thomas' Square, Newport, Isle of Wight. You will be expected to work on your own initiative, working an equalised average of 8 hours per week (preferably two mornings, but flexible working hours to be agreed with the successful candidate).

#### **Salary and rewards:**

This is an 8 hours per week post with a pay rate of £13.00 per hour and is subject to a successful agreed probationary period. There is a computer, printer and phone in the office.

#### **The role:**

As Assistant Secretary, the principal aim is to help and support the Branch Secretary to carry out their duties and support the volunteer Committee of Management to deliver the membership package.

In the role of Assistant Secretary, you would be expected to become a member of the Oddfellows by the end of the probationary period, and assist the Secretary in:

- Day-to-day bookkeeping
- Managing the membership and ensuring they are kept informed on Branch matters
- General office and premises administration, including minute taking

#### **The person:**

We are looking for an Assistant Secretary who is:

- Friendly, outgoing and organised
- A people person with excellent communication skills
- Patient and diplomatic

#### **Essential skills:**

In the role of Assistant Secretary you will need:

- A good working knowledge of MS Office, internet, email and social media
- Basic bookkeeping experience
- Good interpersonal skills – enjoys meeting new people

**How to apply:**

Please email your CV/profile with a covering letter to: Maretta Heap, Vecta District Branch  
[Maretta.Heap@oddfellows.co.uk](mailto:Maretta.Heap@oddfellows.co.uk)

Please email if you would like further information. All applicants will receive an email reply and be invited to interview if successful.

**Closing date:** Monday 6 July 2026 at 12.00pm

**Interview date:** Week commencing 13 July 2026