Job description

Social Organiser Support Officer at Southampton District Oddfellows

We are looking for a Social Organiser Support Officer to join one of the largest and oldest friendly societies in the UK, within the Southampton District covering Totton, Bitterne, Sarisbury Green, Stubbington, Gosport, New Forest, Winchester and Portsmouth.

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

Hours:
Working a minimum of 10 hours per week (any additional hours will be paid where applicable). You will be expected to work on your own initiative, following full training. Hours may include some weekend and evening work in line with our service delivery.

In the role of Social Organiser Support Officer you'll be predominantly working remotely from home but will need to attend some events in the Branch area.

The role is permanent, based on a successful probationary period.

Salary and rewards:
The pay rate is £15.00 per hour, subject to a successful probationary period.

The role:
As Social Organiser Support Officer**,** the principal aim is to help the Branch of this Society to be financially and administratively strong and support the development of its social events programme:

- Help plan, organise and deliver a programme of social events that reflects members' interests and locations.
- Support with event administration, including bookings, venue arrangements, event records and member communications.
- Promote events and branch activities through advertising, social media, newsletters and event listings.
- Work with staff, volunteers and social committee members to support events on the day, including front-of-house duties, taking photographs and gathering member feedback.
- Attend social committee meetings and branch events where required.
- Any other duties reasonably required to do the job.
- Travel across our area will be required.
- All out of pocket expenses will be reimbursed. A computer, printer and mobile phone is supplied.

Person specification: We are looking for an individual who is friendly, patient, and organised, with an ability to work to deadlines and without close supervision. They should have:

- A good working knowledge of MS Office, internet, email and Facebook.
- Excellent verbal and written skills.
- The ability to handle sensitive information with confidentiality and discretion.
- Be able to prioritise tasks effectively.
- Confident in handling money and processing cash transactions.
- Excellent interpersonal skills, desirably with some experience of customer relations and/or marketing.
- A full clean driving licence and access to a car.

How to apply:

Please email your CV/profile with a letter of introduction outlining your suitability for the role to **Ali Holroyd ali.holroyd@oddfellows.co.uk**

Closing date: Sunday 22 November 2026
Interview date: W/C Monday 30 November 2026