

Part-time Assistant Social Organiser – Cambridge Branch – Job description and how to apply

We are looking for a part-time Assistant Social Organiser to join one of the largest and oldest friendly societies in the UK within the Cambridge District

About the hours/rate of pay

You will be expected to work using your own initiative, working an average of 16 hours per week primarily arranging and hosting social groups in Cambridge and the surrounding areas (Huntingdon, Ely, Saffron Walden, and Royston). The role will be office based although activities you organise will be across our Branch area. The role is permanent, based on a successful probationary period.

Flexible working hours are to be agreed with the successful candidate, which may include occasional weekend and evening work.

The role has a pay rate of £12-13 per hour dependent on experience.

About the role

The Assistant Social Organiser role requires you:

- To assist the Secretary to co-ordinate, organise and develop social events to attract potential and existing members within the Cambridge area
- To be proactive in promoting the organisation and to build and support a team of volunteers to facilitate both our social and care activities
- To support the Committee in the creation and execution of a Development Plan.

The Assistant Social Organiser is expected to travel throughout the Cambridge area. Access to a car and driving to various venues (for which expenses can be claimed), is an essential part of the role.

You will report to the Cambridge Branch Committee of Management (CoM).

About the key tasks and responsibilities in the role of Assistant Social Organiser

You will assist the Secretary with the following:

- Promote Oddfellows membership at Oddfellows Social events
- Work with the CoM to identify potential recruitment events and opportunities and supporting the development of a recruitment plan
- Take responsibility for developing and staffing recruitment stands and running recruitment events
- Support central initiatives around recruitment such as Oddfellows Friendship Month
- 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)
- Plan, organise and oversee social events, in conjunction with social committees and volunteer event organisers
- Take an active role in leading the Branch social committee
- Liaise with other Branches to share experiences, ideas and possibly use their events in the District event diary
- Carry out risk assessments in connection with events organised and to ensure adequate insurance cover is in place
- Proactively contacting members to remind them about forthcoming events
- Recording event attendance and popularity, including recording details of non-members attending to follow up and encourage membership
- Promote events internally and externally. This will include producing a regular Events Diary and Newsletter, posters, flyers, invitations and editorial with support from the Branch and the national office
- Build a network of local contacts to help promote the organisation and what we do
- Work with Branch volunteers to develop the Branch's social media and ensure it is kept updated and relevant
- 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
- Attend regular supervision meetings with the District Secretary and/or Committee of Management.
- Attend and take an active part in CoM meetings and social committees as required to feed into the development processes
- Keep in contact with the national Branch Development team for their support and help in achieving the development aims
- Any other duties reasonably required.

About you

A DBS and credit check will be completed for the successful applicant, the job offer is subject to a successful credit and DBS check.

To be successful for the role of part-time Assistant Social Organiser you will have/be:

Essential:

- A good working knowledge of internet and email applications
- A full driving licence and access to a car
- Excellent interpersonal skills
- Enjoy meeting new people and ensuring that everyone feels part of any event
- Strong organisational skills
- Able to budget effectively and manage money
- Flexible and prepared to work evenings and occasional weekends
- A proven ability to work to deadlines without supervision
- Strong organisational skills
- Some customer care knowledge
- Persuasive and confident about putting fresh ideas forward
- Resourceful and able to overcome challenges
- Willing to work with a range of people with different backgrounds and social circumstances.

Desirable:

- Has experience of producing basic publications and marketing materials
- Has some customer care, PR and marketing experience
- Has professional experience of organising events and social activities
- Previous work in a development role.

Please send your CV to Linda Miller

Email: Linda.Miller@oddfellows.co.uk

Call: 01223 351197

Closing date: 29/3/2024