



Administrative and Social Secretary Oswestry - Job Description and how to apply

We are looking for an Administrative and Social Secretary to join one of the largest and oldest Friendly Societies in the UK, within Oswestry.

Hours

The role of Administrative Secretary will be home based but with the ability to travel across the Oswestry District to host local social events, and also day trips outside of the area. You will be expected to work on your own initiative, working an equalised average of 14 hours per week at £16 per hour.

Flexible working hours to be agreed with the successful candidate, and it will include some occasional weekend and evening work. Please only apply if you are happy to do these hours.

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

The Company

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

The Role

As Administrative and Social Secretary, the principal aim is to help and support the Branch to be financially and administratively strong. This includes supporting the volunteer Committee of Management to deliver on the membership package, including supporting the delivery of the social element to our target market (predominantly aged 50 and over), overseeing the care and welfare benefits available to our members, promote the organisation, supporting volunteering and helping us to grow. As we are a small branch, with 200+ members, the role will also include organising and attending social events for the branch and co-ordinating the longstanding events already in place, such as coffee mornings and exercise classes, alongside our volunteers.

The Financial and Administrative elements include the following:

- Maintaining a monthly cash book of income and expenditure and providing this to our Head Office for generation of monthly accounts.
- Managing the memberships and renewals, ensuring members are kept informed of Branch matters.
- Supporting the volunteer Committee of Management in governing the branch, organising and attending regular meetings, generating agendas and taking minutes.

- Working with the Committee of Management to provide Head Office with all relevant information regarding branch finances, cash flow plans and branch development plans.
- Assist in promoting the Society and the branch in the local area
- Providing care and welfare contact figures to the national office
- Recording and processing member claims for benefits provided by the branch
- Proactively contacting members to provide information and support in regard to the welfare help available

The Social Organiser elements include:

- Maintaining and enhancing the existing social offering to our members, including regular coffee mornings, lunches and social events, such as days out, games afternoons and afternoon teas.
- Promoting events internally and externally, by producing a regular Events Diary and Newsletter, posters, flyers, invitations and by updating social media platforms and sending of press releases with support from the branch and the national office.
- Supporting central initiatives around recruitment such as Oddfellows Friendship Month
- Build the volunteer support and motivate other members to get involved in helping with events.
- Build a network of local contacts to help promote the organisation and what we do.
- Keep in contact with the national Branch Development team for their support and help in achieving development aims.
- Proactively contacting members to remind them of forthcoming events.
- Any other duties reasonably required.

About you

We are looking for someone who is friendly, cheerful, outgoing and organised, with an ability to work to deadlines and without close supervision, delivering on measurable targets. Your range of skills will include:

- A good working knowledge of MS Office, internet, email.
- Knowledge and experience of using social media platforms such as Facebook.
- Basic bookkeeping experience, able to budget effectively and manage money
- Enjoying meeting new people and ensuring everyone feels part of any event
- A flexible and can do attitude, with strong customer care ethics
- Being persuasive and confident about putting new ideas forward
- Resourceful and able to overcome challenges
- Patience and diplomacy
- Not being shy about standing in front of and talking to a group of people
- Being willing to work with a range of people with different backgrounds and social circumstances

Candidates are encouraged to apply by email to Vivienne Osborne at Vivienne.osborne@oddfellows.co.uk

Closing date for applications is Monday 10 February 2025, with interviews to be held on Thursday 20 February 2025 in Oswestry. Start date to be mutually agreed, upon receipt of satisfactory references.