

District Secretary for the Oddfellows' South Wales District

Job description and how to apply

We are looking for an Administrative Secretary to join one of the largest and oldest friendly societies in the UK, within the South Wales District.

Hours

The role of Administrative Secretary is based at Oddfellows House, 19 Newport Road, Cardiff CF24 0AA. You will be expected to work on your own initiative, working an equalised average of 20 hours per week (flexible working hours to be agreed with the successful candidate, which includes some weekend and evening work).

Please only apply if you are happy to do these hours.

The company

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 to members in South Wales.

The role

As Administrative Secretary, the principal 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 financial and administrative elements of running the Branch, which will include:

- Day-to-day bookkeeping
- Overseeing the management of an Oddfellows Hall
- Managing the membership and renewals, ensuring they are kept informed on Branch matters
- Supporting a volunteer Committee of Management to be able to steer and govern the society which includes:
 - Arranging suitable dates for Committee of Management meetings
 - Preparing an agenda and circulate with minutes of the previous meeting to all members of the Committee of Management
 - Arranging the Annual Summoned Meeting (AGM) (and any Half Yearly Meeting should one be required).
 - Recording and writing up minutes of the meetings and append to the Minute Book
 - AGM: Presenting audited annual accounts and answering questions arising either verbally or in written form after the close of the meeting.
- Promote the Society in the local area
- Develop active involvement of members
- Build relationships with the local community

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

Rewards

Initially this is a 20hr per week post with a pay rate in the region of £14.50 per hour subject to review after six months.

Please apply with a covering letter outlining your suitability for the role and a copy of an up-to-date CV to john.marvelley@oddfellows.co.uk.

Closing date: Monday 15 April 2024

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.