**Care and Welfare Administrator (DBS) part time, 21 hours**

**Efficient and friendly administrator needed to oversee Volunteer Welfare Visitor scheme DBS checks, and support busy Care and Welfare Dept**

The Oddfellows Friendly Society is a non-profit mutual offering social opportunities and welfare support to its members across 129 Branches nationwide. The Care and Welfare Administrator (DBS) is a new post joining a small team, delivering advice, benefits and support in our national Care and Welfare Department. You will have primary responsibility for the administration of the Oddfellows volunteer Welfare Visitor scheme, including rolling out Disclosure and Barring Service checks across the Branch network. You will also provide general administrative support to the Care Department to ensure the efficient delivery of services to members and Branches.

You will be able to plan and organise your own work and have strong administration skills, including attention to detail. You will also have excellent interpersonal skills and enjoy working with a range of people in a varied setting. Experience of the DBS process, of supporting older or vulnerable people or of working with volunteers would be an advantage.

Download Job Specification for full details of the Post

**How to apply**

**Send a CV to** **carepost@oddfellows.co.uk** **with a covering letter of up to 300 words stating**

**a) Why you are interested in the post of Care and Welfare Administrator (DBS) with the Oddfellows**
**b) How your skills, abilities and experience match the requirements of the post.**

**Please note we will only consider CVs that are accompanied by a covering letter.**

**Closing date: Monday 23 October**

Interviews are planned for Thursday 9 November

**For information about the Oddfellows go to** [**www.oddfellows.co.uk**](http://www.oddfellows.co.uk)