



Community Restart Development Officer

Hours: 37.5 hours per week (these hours can be split, 2.5 FTE roles are available)

Term: Fixed term for up to 31 March 2022

Location: Office base either Brightspace, Ipswich or The Kirkley Centre, Lowestoft. Blended working

Salary: £25,000 per annum (FTE)

Start Date: Immediate start

If you'd like a job where you can make real, positive change, explore your options within the rewarding charity and voluntary sector.

An exciting opportunity to join Community Action Suffolk's dynamic team of development staff. Do you have the energy and enthusiasm to support Suffolk's people and communities? You will proactively reach out to groups and organisations across Suffolk to offer support to restart previous activities safely and adapt to new ways of working as a result of covid. We want to include and mobilise organisations who can bring yet more power to change the situation for those who are isolated and marginalised in Suffolk.

Our Team are adaptable and innovative, with a 'can do' attitude.

You will need to be:

- Passionate about supporting our Community and Voluntary Sector to thrive
- Brilliant at communicating, and
- A great organiser and self-starter

You will play a key role in supporting us to deliver our vision of dynamic communities shaping their own futures.

We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, or on commencement of post. The hours for this post are negotiable, minimum of 15 hours and maximum 37.5 hours per week.

What we offer

You will work within a reputable charity which offers its employees benefits which include:

- 25 days paid holiday plus bank holidays
- 4% matched pension contribution
- 2 days pro rata volunteering days
- Discounts on shopping vouchers

If you wish to understand more about the role please contact Laura Butters, Head of VCSE Organisation Development on 01473 345314.

For more information please visit <http://www.communityactionsuffolk.org.uk/vacancies/> for a copy of our application pack. Alternatively please contact Louise Bradshaw on louise.bradshaw@communityactionsuffolk.org.uk

Closing date: 9.00am 5 November 2021. Applications will be assessed as received due to the short timeframe of these posts.