



DBS Administrator

Hours: 18.75 hours per week
Term: Permanent Contract
Location: Community Action Suffolk, Brightspace, Ipswich
Salary: £20,000 FTE
Start Date: Immediate start

Community Action Suffolk is seeking an enthusiastic and resourceful administrator to help run its subsidiary company DBS at CAS Ltd.

About us

Community Action Suffolk (CAS) is a well-established and highly regarded infrastructure organisation for the Voluntary, Community and Social Enterprise (VCSE) sector. Our mission is to strengthen and champion community action in Suffolk by supporting the VCSE sector in its work.

DBS at CAS is a trading subsidiary of Community Action Suffolk (CAS) and provides a quick and efficient solution to Disclosure and Barring Service (DBS) checking.

DBS at CAS has been a registered umbrella body with the DBS since 2002 and provides a range of options to suit customers needs when it comes to DBS checking.

About the role

An exciting opportunity has arisen for a DBS Administrator to join our small and dedicated DBS team.

As the DBS administrator you will provide essential support in the day to day running of our DBS umbrella service which includes supporting customers with queries on applications, producing monthly invoices and assisting in development of marketing campaigns.

The successful applicant should be a self-starter with the ability to use their own initiative and meet agreed deadlines. Good customer service, interpersonal and team working skills are essential, as is the ability to communicate clearly both verbally and in writing. You'll be a meticulously organised person who thrives in a busy and productive working environment.

We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, or on commencement of post.

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

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 Monday 1st November 2021.

Interviews will take place the 8th November 2021