



Support Services Assistant

Hours: 20 hours per week – Monday to Friday either 8.30am – 12.30pm or 1.00pm – 5.00pm

Term: Permanent Contract

Location: Community Action Suffolk, Brightspace, Ipswich

Salary: £18,000 FTE

Start Date: Immediate start

Community Action Suffolk is seeking an enthusiastic and resourceful Support Service Assistant with excellent customer and administration skills to support our diverse organisation.

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.

We exist to ensure the sector is supported, safe and sustainable. We provide (or signpost) whatever is needed behind the scenes to enable this, so the sector can concentrate on doing what it does best – making Suffolk an incredible place in which to live and work.

CAS supports organisations in the sector to enable them to operate more effectively. We provide a voice for organisations and groups who may not otherwise be heard and represent their interests to the private and public sectors.

About the role

As a Support Services Assistant you will provide essential support in the running of our Brightspace reception as well as administrative support to the projects and services of the organisation. You will be a self-starter with the ability to use your 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