



Volunteering Services Officer (Marketing and Campaigns)

Salary £24,654 FTE

Hours: 22.5 hours per week

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

Term: Fixed term to 30th June 2022

Start Date: As soon as possible

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.

About the role

At a time when volunteering is playing such a vital role in supporting our community, Community Action Suffolk is seeking an enthusiastic and skilled Volunteering Officer to join our team on a short term basis and build on the highly regarded work of our organisation. As Volunteering Officer (Marketing and Campaigns) you will be responsible for creatively developing activities, events and campaigns across Suffolk to highlight the social value of volunteering.

You will also lead on communications, marketing and promotions of the website Volunteer Suffolk and be responsible for delivering a plan that promotes and champions best practice in volunteering. This is a temporary role, so the ability and confidence to 'hit the ground running' is a must.

The successful candidate will have an understanding of the value of volunteering (may be you have been a volunteer yourself?) and will have excellent skills, ideas and creativity to drive forward campaigns that engage and inspire people living in Suffolk.

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

What we offer

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

- Blended working – A mix of office and home working
- 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 Demi Bowler on demelza.bowler@communityactionsuffolk.org.uk

Closing date: 5.00pm Wednesday 2nd February 2022, interviews will take place the week commencing 7th February 2022.