



Building Better Opportunities, Minding the Gap (MtG) project –
Compliance Administrator Officer

Salary: £21,000 (FTE)

Hours: up to 37.5 hours per week (Part time / full time considered) flexible working and job share opportunities available

Location: Blended working, office base Ipswich

Term: Fixed term until 31st May 2023

Start Date: Asap 2022

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

An exciting opportunity has arisen to join Community Action Suffolk's Lead Partner team for the Building Better Opportunities, Minding the Gap (MtG) project. The project is now in its successful 5th year. This post and the project is funded by the European Social Fund (ESF) and National Lottery Community Fund. This is an exciting opportunity for a highly proficient Compliance Administrator to join this well-established project which is transforming the lives of hundreds of NEET young people aged 16-24 years old who face social isolation and other significant barriers to education or employment.

CAS are seeking an enthusiastic new team members to join our team. The successful candidate will Be process driven, have excellent attention to detail and decision making skills. You will have excellent organisational skills as there will often be the need to a manage a busy and varied workload. You should also be confident working independently but must also be a good team worker.

We will consider applications for hours up to 37.5per week (parttime or fulltime) on a fixed term contract until 31 May 2023.

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:

- Blended working – A mix of office and home working
- 33 days which includes an allowance for 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: 9am Wednesday 25th May 2022

Interviews will take place week commencing 6th June 2022

Completed applications should be sent to demelza.bowler@communityactionsuffolk.org.uk or via post to Demelza Bowler, at Community Action Suffolk, 160 Hadleigh Road, Ipswich, IP2 0HH by the above closing date.