



## **Support Services Assistant**

Hours: 22.5 hours per week

Term: Permanent Contract

Location: Community Action Suffolk, Brightspace, Ipswich

Salary: £18,900 FTE (£11,340 Actual)

Start Date: Immediate start

Community Action Suffolk is looking for 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 administrative support to the projects and services of the organisation as well as supporting the running of our Brightspace reception. You should 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 dynamic 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:

- 33 days (FTE) paid holiday 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](mailto:demelza.bowler@communityactionsuffolk.org.uk)

Closing date: 9.00am Monday 22<sup>nd</sup> August 2022.

Interviews will take place the week commencing 29<sup>th</sup> August 2022