



## **Community Development Officer (Community Buildings)**

**Hours:** 22.5 hours / 3 days per week – Part time

**Location:** Brightspace, Ipswich or Kirkley Centre, Lowestoft with blended home working- Regular travelling around the county is required.

**Term:** Permanent

**Salary:** £29,220.50 FTE - £17,532.30 Actual

**Start date:** As soon as possible

### **About us**

Community Action Suffolk (CAS) is the county's infrastructure organisation for the Voluntary, Community, Faith and Social Enterprise (VCFSE) sector. We exist to ensure our sector, and its volunteers are supported, safe and sustainable and that our communities are active and resilient.

Our values of collaborative, enabling, person centred, responsive and trusted are the golden thread which runs through who we are and how we operate, and we aim to make them real every day.

### **About the role**

We are seeking a Community Development Officer to join our friendly team to support a diverse VCFSE sector to build capacity, efficiency, and sustainability through a range of support services.

You will have a particular focus on supporting Community Buildings throughout Suffolk and work closely with the ACRE (Action with Communities in Rural England) network to provide specialist support.

Maybe you have experience of supporting your local village hall or have a background in community buildings management and are looking to share your experience, knowledge, and skills with others?

This is a varied role, no one day will be the same! You will be providing advice and support on range of topics from trustee recruitment to capital funding bids. A proactive approach is required to find solutions to problems and challenges faced by those responsible for managing Community Buildings. So, if you are an enthusiastic person with a passion for communities, who is good with people this role might be for you.

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](mailto:louise.bradshaw@communityactionsuffolk.org.uk)

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 (FTE) paid holiday which includes an allowance for bank holidays
- 4% matched pension contribution
- 2 days (pro rata) volunteering days
- Discounts on shopping vouchers

### **Closing date for applications:**

Applications for this role will be reviewed and considered on an ongoing basis until the role is filled. Interviews will be arranged according to availability.

We therefore encourage you to submit your application at the earliest opportunity to avoid disappointment, as we reserve the right to close this job listing once a successful candidate is appointed.

Completed applications should be sent to [louise.bradshaw@communityactionsuffolk.org.uk](mailto:louise.bradshaw@communityactionsuffolk.org.uk) or via post to Louise Bradshaw, at Community Action Suffolk, 160 Hadleigh Road, Ipswich, IP2 0HH by the above closing date.