



Insurance Officer

Salary £26,135.50 (FTE) / pro-rata for part-time working

Hours : From 22.5 hours per week up to 37.5 hours per week

Location: Office base Brightspace, Ipswich with blended home working

Term : Permanent

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

Community Action Suffolk is looking to recruit an enthusiastic flexible individual to work within their successful subsidiary company, Business Services at CAS Ltd which offers community-based insurance schemes.

The successful candidate will be responsible for providing continued support to our existing customers, while also expanding and promoting our schemes. The ability to assess our client's insurance needs and provide suitable support is essential.

The post requires:

- Excellent verbal and written communication skills with a good level of numerical ability.
- Experience of dealing with customers by email, telephone and in person.
- Microsoft Outlook, Excel and Word proficiency.
- A proactive approach to work, and ability to look for ways to improve services.
- Ability to prioritise effectively and work under own initiative, as well as working as part of a team.
- Community focused attitude, ideally with an understanding of the non-profit making sector.
- Prior experience of working within insurance industry essential.
- CII qualification - desirable.

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

For an informal discussion about the role please contact Steve Rymell
steve.rymell@communityactionsuffolk.org.uk

For more information or an application pack please visit
www.communityactionsuffolk.org.uk or contact Louise Bradshaw
louise.bradshaw@communityactionsuffolk.org.uk

Closing date: 9.00am Monday 27th November 2023

Interviews will take place the week commencing 4th December 2023

What we offer

You will work within a reputable charity within an empowering and supportive environment 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