



Support Services Assistant

Hours: 37.5 hours per week – part time and job share opportunities available

Term: Permanent

Location: Community Action Suffolk, Brightspace, Ipswich

Salary: £21,937.50 per annum

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

In this essential role, you will provide high-quality administrative assistance to the HR function in the mornings and support to our Brightspace reception in the afternoons (12.30pm – 5.00pm).

We are looking for an exceptional communicator who is highly organised, meticulous and has a thorough approach to work. As variety is key to this post, you will be working collaboratively with other teams within CAS and external stakeholders to undertake a broad range of duties.

These require attention to detail and good customer service as well as interpersonal and team working skills. You should be a self-starter with the ability to use your own initiative and meet agreed deadlines, but most importantly a go-to person who is dependable, calm, friendly and energetic.

You will also have good knowledge of MS Office, Outlook and Teams.

We are a friendly organisation, committed to promoting a diverse and inclusive culture in all that we do, and welcome applications from individuals of all backgrounds. We aim to create a workplace which is welcoming, fair, and inclusive, where people can be themselves and contribute to our vision and values.

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

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

Closing date; 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.