



## **Volunteering Services Officer – Training & Learning**

**Hours:** 22.5 hours per week

**Term:** Permanent

**Location:** Community Action Suffolk, Brightspace, Ipswich or The Kirkley Centre, Lowestoft with blended home working

**Salary:** £27,610.50 FTE / £16,566.30 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**

Community Action Suffolk has an exciting job opportunity for you to join the Volunteering Services team. To plan, create and deliver an effective training and learning program for volunteer leaders, co-ordinators, and volunteers across the county. This role leads training, network events as well as working alongside volunteer leaders, on a one-to-one basis, to improve the volunteer experience across Suffolk.

You will be part of the CAS Volunteering Team. This role supports colleagues with volunteer community events and campaigns to promote and champion volunteering (Including Volunteer Suffolk website).

This role will suit an experienced volunteer coordinator or trainer/teacher who is passionate about supporting volunteers and the Voluntary, Community, Faith and Social Enterprise Sector.

We are committed to promoting diversity and inclusion in all that we do, and we welcome applications from people 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. If you wish to understand more about the role please contact Janet Perry, Senior Manager Volunteering Development [janet.perry@communityactionsuffolk.org.uk](mailto:janet.perry@communityactionsuffolk.org.uk)

01473 345389

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)

Closing date: 12pm Thursday 16<sup>th</sup> November 2023

Interviews: Week commencing Monday 20<sup>th</sup> November 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