



Social Enterprise Support Officer

Hours: 18 hours per week – Part time

Location: Brightspace, Ipswich with blended home working – Regular travelling around the county is required

Term: Temporary contract (initial period 24 months, with possibility of 12-month extension subject to funding)

Salary: £27,610 FTE / £13,252 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 Social Enterprise Support Officer to join our friendly team to develop our understanding and support for social enterprises within the Babergh and Mid Suffolk area.

Maybe you have worked for or run a social enterprise and want to help others achieve their social goals. You will help to map existing provision, provide support and help to establish new micro-social enterprises to address community needs.

Ideally, you will have a good understanding of the specific challenges faced by social enterprises, including understanding what the appropriate legal structures are, the range of communications and marketing required to reach target audiences & customers, and importantly, the need to develop sustainable financial models. You will help broker relationships and explore new opportunities to strengthen the viability and effectiveness of operations.

This role would suit a proactive person able to initiate and complete tasks. You will be a strong communicator able to support a wide range of people from established organisations to start ups.

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

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.

Completed applications should be sent to 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.