



Community Development Officer (Community Buildings)

Hours: Part time 22.5 hours per week

Location: Brightspace, Ipswich or The Kirkley Centre, Lowestoft – Regular travelling around the county is required

Community Action Suffolk operates a blended working policy which enables up to 2 days (pro rata) working at home for this post

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.

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.

www.communityactionsuffolk.org.uk



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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 where role allows
- Flexible working options to support work/life balance
- 33 days increasing to a maximum 36 (FTE) annual holiday which includes an allowance for bank holidays
- Up to 4% matched pension contribution
- 2 days pro rata volunteering days to support volunteering in Suffolk
- Staff Discounts Scheme for a range of retailers including; shopping, holidays, insurance, eating out and health and leisure activities
- Company Sick Pay Scheme
- Continued Professional Development for job related development
- Family Friendly policies and practices
- Tailored induction

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: 9.00am Monday 26 February 2024.

Interview will take place the week commencing 4th March 2024

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.



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