

Community Action Suffolk Recruitment Pack

Community Development Officer Community Buildings



Welcome from Hannah Reid, Chief Executive of Community Action Suffolk

Dear Applicant

Thank you for your interest in working for CAS and the role we are currently advertising.

CAS is a diverse and responsive organisation and I am incredibly proud to lead such a trusted and passionate team. Our enabling work has such a positive impact on VCFSE organisations and the communities they serve.

This application pack should provide you with all the information you need about the role, as well as an idea as to what CAS is all about, what we do and where we see our future.

We achieve this through our high performing and motivated staff team as well as our person centred approach to our work keeping people and communities at the heart of what we do. As well as making a difference in our communities you will find that the CAS team provide a friendly and collaborative environment to work in and no two days are the same.

I hope that you will find this opportunity both interesting and exciting and will consider submitting an application to join us.

Hannah Reid, Chief Executive



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About CAS

We exist to ensure the sector is supported, safe and sustainable. We provide (or signpost) whatever is needed behind the scenes to enable this, so the sector can concentrate on doing what it does best – making Suffolk an incredible place in which to live and work.

CAS supports organisations in the sector to enable them to operate more effectively. We provide a voice for organisations and groups who may not otherwise be heard and represent their interests to the private and public sectors. We do this through conferences, workshops, events, specialist networks, and by consultation with the sector.

We work closely with a wide variety of partners from other sectors including Suffolk County Council, Borough and District Councils, Town and Parish Councils, Health and Police, along with partners from the private sector such as New Anglia Local Economic Partnership and local businesses.

All these parties have a vital role in improving the lives of people in Suffolk and by working together we ensure Suffolk is the best place it can be for all those living and working here.

Our Vision

Community Action
Suffolk's vision is that
Suffolk is a county
where every community
aspires, thrives and
grows.

Our Mission

Community Action Suffolk's
mission is to strengthen and
champion community action in
Suffolk by supporting the
voluntary, community and social
enterprise (VCFSE) sector in its
work.



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Our mission is underpinned by our **4 Strategic Priorities...**



...and our 2 new **Development Priorities...**



Addressing
Inequalities
&



Tackling the
Climate
Emergency

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CAS VALUES



Collaborative



Enabling



Person
Centred



Trusted



Responsive

Our **values** represent who we are, how we work, our aspirations, purpose, & our goals.

Chosen by our staff team, we reflect them in everything we do both internally and externally.

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The role at a glance

Hours - Part time, 22.5 hours per week

Salary - £29,220.50 FTE - £17,532.30 Actual

Start date - As soon as possible

Location - Community Action Suffolk, Brightspace, Ipswich
or The Kirkley Centre, Lowestoft with blended home working
Regular travelling around the county is required

Accountable to - Head of VCFSE Organisation Development

Contract term - Permanent

Application deadline - 9.00am Monday 26th February 2024

Interview date - Week commencing 4th March 2024

Please contact louise.bradshaw@communityactionsuffolk.org.uk for more information



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JOB DESCRIPTION

JOB TITLE: Community Development Officer Community Buildings	SALARY: £29,220.50 pro rata Actual £17,532.30
HOURS: 22.5 hours per week	TERM: Permanent
REPORTS TO: Head of VCFSE Organisation Development	LOCATION: Office base Brightspace Ipswich or Kirkley Centre, Lowestoft
JOB PURPOSE	
<ul style="list-style-type: none"> • To support a diverse VCFSE sector to build capacity, efficiency, and sustainability through a range of support services • To champion Community Buildings and provide specialist support to meet community needs • To be an ambassador for CAS, supporting and promoting CAS's diverse range of products and services • To be a positive and flexible member of a high performing, innovative and enterprising Community Services Team, and the wider CAS team 	
MAIN DUTIES AND RESPONSIBILITIES	
<p>To support a diverse VCFSE sector to build capacity, efficiency, and sustainability through a range of support services</p> <ul style="list-style-type: none"> • Provide through 121 meetings, telephone contact and emails, specialist support, information, and guidance to the VCFSE sector, with a focus on supporting Community Buildings • Work closely with the Business Support Officer to provide clear advice to those responsible for Community Buildings governance • Champion, promote and utilise the Suffolk VCFSE organisation HealthCheck, HealthCheck+ and Quality Standard • Work closely with the Financial Sustainability Officer to provide financial guidance and advise, including financial planning, income generation, and funding & grants • Facilitate network events, training courses, and workshops to share relevant information and good practice, with a particular focus on supporting those responsible for the management of Community Buildings • Share information between local and national forums to help inform and support the development of Community Action Suffolk (CAS) policy making and campaigns • Record activities within CAS CRM and provide regular monitoring, reporting as required, along with case studies and examples of good practice <p>To champion Community Buildings and provide specialist support to meet community needs</p> <ul style="list-style-type: none"> • Promote and coordinate the CAS Community Buildings network, including writing regular newsletters and creating opportunities for peer to peer learning and sharing of best practice, and dissemination of information and guidance 	

- Manage and administrate YourHall.co.uk – maintaining content, promoting its use amongst Community Buildings and raising its profile publicly
- Coordinate the CAS annual Community Buildings conference to celebrate the role community buildings play in bringing communities together, share best practice and upskill those responsible for managing community assets
- Plan and organise key events/share campaign information for National Village Halls Week in collaboration with the ACRE network and CAS communications team
- Be the key Suffolk contact to the ACRE network for Community Building support, participate in the network, and attend key events/workshops as applicable
- Work in collaboration with internal and external partners in this area of work

To be an ambassador for CAS, supporting and promoting CAS's diverse range of products and services

- Develop and maintain an expert working knowledge about the diverse range of CAS's products and services and seek to raise awareness and promote these wherever possible
- To work with the wider CAS team to raise awareness of CAS's community services offer so they can promote CAS's diverse range of projects to their stakeholder groups
- Contribute to the development of local and county wide marketing and communication strategies and plans and work with CAS's marketing team to promote CAS's community services offer both internally and externally
- Generate a range of content for both internal and external marketing resources such as newsletters, e-bulletins, posters, flyers, and postcards etc.
- Actively promote the benefits of CAS membership

To be a positive and flexible member of a high performing, innovative and enterprising Community Services Team, and the wider CAS team

- Ensure a programme of networks and training events and forums is programmed across county and is promoted via a range of CAS's marketing channels
- To contribute to and maintain with the team a library of resources and signposting material including online for all the community services team to use
- To support the development of impact measurement tools to capture and record outcomes, developing and shaping partnerships
- To work collaboratively with colleagues to find solutions to issues as they arise
- To take responsibility for a range of activities as specified by senior management

PERSON SPECIFICATION

Assessment methods: I – Interview / P- Presentation / AP- Application Form / T- Test

	Essential	Desirable
Experience, Knowledge & Skills	<ul style="list-style-type: none"> • Proven track record in developing, engaging, and maintaining good collaborative working relationships, both internally and externally, with a diverse range of people and communities (Ap, I) • An expert understanding of best practice in community development and the practical skills required (Ap, I) • Excellent presentation skills and the ability to share and disseminate knowledge and learning in a range of different settings including chairing and facilitating meetings (Ap, I) • Excellent communication skills (Ap, I, T) • Skilled in handling data (Ap, I) • Ability to analyse and interpret data to identify key issues (Ap, I) • Extensive experience in organising and managing priorities and time, including running events and forums (Ap, I) • Excellent working knowledge of modern IT and software programmes (Ap, I) 	<ul style="list-style-type: none"> • At least 2 year's experience of supporting VCFSE (voluntary, community, Faith, and social enterprise) organisations (Ap, I) • Good knowledge of Village Halls and Community Buildings and how they are run and managed (Ap, I) • Good knowledge of community building and village hall governance including legal structures, policies and procedures is desirable (Ap, I) • A basic knowledge of fundraising and grant application processes (Ap, I) • Experience of setting and working to targets within an outcome framework (Ap, I) • Proven experience of building management (Ap, I)

	Essential
Attributes	<ul style="list-style-type: none"> • Personal commitment to CAS and its values (Ap, I, T) • Excellent team player with a positive attitude to change (Ap, I, T) • High levels of flexibility and a can do attitude with the ability to “muck in” where required (Ap, I, T) • A collaborative and solution based approach to solving problems (Ap, I, T) • Ability to self manage, organise, balance and deliver against a range of competing priorities (Ap, I) • Commitment and an ability to contribute to an emotionally healthy and fun working environment (Ap, I, T) • Frequent travel around the county and so an ability to travel within Suffolk or further afield as necessary (Ap, I)

How to Apply

To apply you will need to complete our application form by:

Apply Now



9.00am Monday 26th February 2024

You can find a link to the application form below:

<https://www.communityactionsuffolk.org.uk/wp-content/uploads/2023/10/Community-Action-Suffolk-Application-Form-October-2023.docx>

As part of your application you will be asked to:

- Tell us why the position appeals to you, and how your skills and experience demonstrate your suitability for the role.
- Provide full details of your education and employment history including dates
- Include how you have demonstrated the CAS values of: Person Centred, Collaborative, Trusted, Responsive and Enabling within your supporting statement
- Provide details of two referees. One of your referees should be your current or most recent employer. All posts are subject to satisfactory references as detailed in the selection process section below.

If you would like to have an information discussion about the role, please contact

Louise Bradshaw on **01473 345400** or email
louise.bradshaw@communityactionsuffolk.org.uk

Your completed application form should be sent to

louise.bradshaw@communityactionsuffolk.org.uk or posted to Community Action Suffolk, Brightspace, 160 Hadleigh Road, Ipswich, IP2 0HH. Please mark your application for the attention of Louise Bradshaw.

When submitting an application please state where you saw the post advertised.

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to completing our Application Form

CAS aims to ensure that comparison between applicants for posts is thorough, fair and in line with our Equal Opportunities Policy. It is therefore essential that you complete the application form fully as it will be used to assess whether or not you are shortlisted for an interview.

Please ensure you fully read the Job Description and Person Specification for the role before completing the application form.

The application form is in two sections and section A and the Equal Opportunities Form will be separated from the application before being given to the recruitment panel for shortlisting.

Your application will be assessed against the responses you provide in section B. Please ensure you relate your answers on your application to the requirements set out in the person specification and where possible provide examples. Please address each point in sufficient detail as incomplete sections may impact on the likelihood of your application being shortlisted.

Please do not send us a CV as part of your application or to apply for the role. We will only consider candidates who have completed the application form. If there is insufficient space on the application form, you may attach supplementary sheets but please include your name and the position you are applying for.



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Selection Process

Shortlisted candidates will be contacted and offered an interview date and time. Candidates will be notified of the method of interview. If the interview is face to face you will be notified of the location the interviews will be held and provided with directions. All interviews will be confirmed via email once agreed.

As part of the interviews candidates will be required to take part in a discussion or presentation about our CAS values. The format for this discussion will be confirmed when the interview date and time is accepted.

Referees

Always ask your referees permission before giving their contact details for your application. One of your referees should be your current or most recent employer/line manager, academic tutor or a volunteer manager if applicable. Please do not give details of family and friends.

Referees will only be contacted after an offer has been made and accepted. We will confirm with you before we approach your referees.

Accessibility and Adjustments

We are committed to providing reasonable adjustments throughout our recruitment process and we will always endeavour to be as accommodating as possible.

If you require a different format of the application form, such as large print, or you would like to discuss any specific requirements, please get in touch with us at louise.bradshaw@communityactionsuffolk.org.uk or call 01473 345400 and ask to speak to a member of the HR Team.

Equality, Diversity and Inclusion

CAS is an equal opportunities employer which welcomes applications from all sections of the community.

Everyone can expect to be treated with consideration and respect and CAS is committed to providing an inclusive environment for all. Good working relationships enable the full potential, creativity and productivity of each individual, in an atmosphere where everyone can learn and work without prejudice, discrimination or harassment.

The application pack contains an Equal Opportunities Form which we encourage you to complete and return with your application. Please be assured that this form is not part of the application process and it is removed prior to the shortlisting process.

The data we obtain from these forms is analysed to support our commitment to equal opportunities and the information will be used to help guide our recruitment strategies.

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Benefits of working for CAS

Our people are passionate about what we do and the difference it makes to the communities we work in and the people that live in Suffolk. Working in the Voluntary, Community and Social Enterprise sector has never been more interesting, offering talented people the opportunity to innovate, use their skills and expertise to make a difference.

We recognise that our people are central to what we do and the services we provide. We are committed to creating positive and fulfilling roles and providing environments where people flourish, develop and have the opportunity to make a real difference in delivering good quality services.

The benefits we offer to colleagues to support them in delivering their crucial role includes the following:

- ✓ 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



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Why work for Community Action Suffolk?

Here's what our staff have to say...

"Every day is different at CAS because the services we offer are so varied, and you never quite know what ideas or challenges our customers will want support with. This provides lots of opportunities to connect and collaborate with colleagues across the organisation, who may be working with the same people, or have relevant knowledge or skills to support you with your work. Working in this way is a great way to get to know colleagues across different teams and to share ideas and experiences, and staff are very supportive of each other.

As an organisation, CAS enables staff to have an effective work life balance, through blended working policies, and flexibility with working hours when needed. Due to this, I have been able to move from part time working into a full time role that fits around my commitments as a parent.

In the 6 years I have worked for CAS I have been able to progress through variety of roles. Having started at CAS as the receptionist, this gave me a great understanding of the wide range of services and support that CAS provides. I have been given the opportunity to undertake training, learn new skills and work on a variety of projects over the years and now co-ordinate 2 projects within the organisation." **Liz - Community Food Partnership Officer**

"CAS show they care for their employees. As I had dedicated 10 years to customer service at XXXX, I was nervous about moving on to a new career, but CAS has definitely proved most beneficial for me and my family. My health and wellbeing have improved massively and the work environment, including all the staff, have been most welcoming – it's a joy to be at work."

Hannah - CAS Subsidiary Officer

"Having worked in the corporate world for over 30 years. Working for CAS has been like a breath of fresh air. I received a very warm and professional induction. The staff are extremely helpful, friendly and nothing is too much trouble. A thoroughly enjoyable place to work."

Trevor – Head of Voluntary & Community Action

"When I started working at Community Action Suffolk, I was taking a leap from part time work around my young family to working full time. They assured me that flexible working was in place and now, nearly two years on, I wish I had joined sooner! CAS ensures there doesn't have to be a choice between being a parent, or working, by allowing for there to be a healthy work-life balance. The team is amazing, everyone supports each other, it really is a joy to come to work and see colleagues. Everyone is valued and, as an organisation, the staff really are kept at the heart of the work they do. Training opportunities, personal CPD and staff progression are encouraged, which allows for personal and professional growth at your own pace. The projects that CAS run are really varied, but everyone supports each other and genuinely takes interest in what is going on within the community. I feel fortunate to be part of a fantastic organisation who I am proud to represent and work for."

Sarah - Community Development Officer



"Well, what can I say! I've been here since 1998 and I can honestly say I fell into my first job here purely by chance. I didn't know anything about the charity or what it did at that point, and I applied on a whim! I liked the sound of it. I started as a part time secretary and librarian (for the smallest library ever!). Since then, I have undertaken various roles at CAS and within one of its predecessor organisations, varying from working with Village Halls, being the Rural Transport Partnership Officer, Quality Standards Officer, Reception and Buildings Supervisor and Community Oil Buying Co-ordinator! Pretty varied roles I'm sure you'll agree. Currently my work is around undertaking Research and supporting our Network Membership scheme. The one consistent thing throughout my time with CAS is the lovely people you get to meet and work with. That is the overriding comment made when people join or leave the organisation, that everyone here is lovely and that we all work as a team. Though many of us work in different areas, on different projects and at different times of the day and week and from different locations, there is always someone around who you can bounce ideas around with, ask for help from or simply have a chat with."

Nat – Resources Officer

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Get in touch



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Action Suffolk please visit our
website

www.communityactionsuffolk.org.uk

Call us on *01473 345400*

or email

info@communityactionsuffolk.org.uk



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