



Community Development Officer (Social Enterprise)

Hours: Part time - 18 hours per week

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

Salary: £27,610 FTE / £13,252.80 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 (Social Enterprise) 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.

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.

www.communityactionsuffolk.org.uk



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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 Friday 16 February 2024.

Interviews will take place the week commencing 19th February 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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