

## **Volunteering Development Manager**

**Hours:** 37.5 hours per week

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

**Term:** Permanent

**Salary:** £33,669.00 Per Annum

**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 Volunteering Development Manager to manage the Volunteering team and their projects and services at CAS. This role will play a vital part in continuing to develop and keep CAS at the forefront of Volunteering both county wide and nationally.

You will be an ambassador for CAS supporting and promoting CAS's diverse range of products and services, while also being part of a positive, flexible and high performing team. You will be working to increase volunteering, awareness of its impact, and high-quality opportunities for organisations and individuals in Suffolk

The successful candidate will have a passion for Volunteering in Suffolk, a 'can do' attitude and be able to prioritise and respond, alongside your team, to high volunteering demand from across the Suffolk system, in addition to managing current projects and seeking new opportunities.

A good eye for detail and strong written and verbal communication skills are essential. You will have excellent organisational and prioritisation skills as there will often be the need to manage a busy and varied workload. You should also be confident working independently, have the ability to coordinate partners and must also be a good team worker.

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](http://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

If you wish to understand more about the role please contact Trevor Smith, [trevor.smith@communityactionsuffolk.org.uk](mailto:trevor.smith@communityactionsuffolk.org.uk)

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:** 9.00am on Friday 16th February 2024.

Interviews will take place week commencing: 19th February 2024

Completed applications should be sent to [louise.bradshaw@communityactionsuffolk.org.uk](mailto: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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