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**East Suffolk Food Network Officer (Maternity Cover)**

Salary: £28,991.03 FTE - £24,739.01 Actual

Hours: 32 hrs per week

Term: Maternity Cover

Location: Community Action Suffolk, Brightspace, Ipswich/Kirkley Centre, Lowestoft (Co-location for agile working with East Suffolk Council will be necessary)

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 an East Suffolk Food Network Officer to work across the geographical area with communities by supporting current and new community food provision. This position will involve co-location with East Suffolk Council and working alongside East Suffolk Council’s communities and funding teams to ensure holistic support. The role will also involve coordinating a variety of organisations and networks to ensure distribution of food is fair and equitable.

The successful candidate will have a good eye for detail and strong written and verbal communication skills. You will have excellent organisational and prioritisation skills as there will often be the need to a 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.

We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, or on commencement of post.

If you wish to understand more about the role please contact Emily Orford, Community Food Partnership Manager on 01473 345391.

**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 on Friday 10th May 2024

**Interviews will take place week beginning:** 13th May 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.