



Community Development Officer (Village Hall Governance)

Salary: £30,681.53 FTE - £12,272.61 Actual

Hours: 15 hrs per week

Term: Permanent

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

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 – working specifically with Village Halls & Community Buildings to build capacity, efficiency, and sustainability.

You will work alongside our existing Community Development Officer for Village Hall & Community Buildings – building additional capacity and enabling trustees and management committees to better understand their roles, with a particular focus on governance. You will achieve this, by providing 121 support, delivering a range of training & event opportunities, designing & distributing resources and creating tailored support packages to meet varying needs.

This role would suit someone with an eye for detail and interest in research and learning. We are looking for someone who can make the complicated seem simple and easy to understand and therefore, good communication skills (verbal & written) are essential.

You may be or have been a trustee of your local village hall or community building or simply have a keen interest in learning more about governance and the history of Suffolk's community spaces. If so, apply today and help us strengthen the voluntary sector in Suffolk by sharing your knowledge and expertise with others.

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.

If you are interested in the role and would like to learn more, please contact alice.wade@communityactionsuffolk.org.uk Interim Deputy Director of Operations & Business Development for an informal conversation.

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.

Closing date for applications: 9.00am on Monday 28th October 2024

Interviews will be held the week beginning: 4th November 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.

