



Interim Community Action Manager

Salary: £33,500 FTE, £20,100 Per annum

Hours: 22.5hrs per week

Term: Fixed term to 31st March 2025

Location: Office base Brightspace, Ipswich with blended home working

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 centered, 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

Are you passionate about enabling the Voluntary Sector in Suffolk to thrive and support the local community? Do you enjoy engaging, motivating and influencing people?

If so we have an exciting opportunity for a dynamic and energetic individual to join our management team at CAS.

In this new interim role we are seeking an experienced and enthusiastic manager to support, develop and manage a talented team which delivers high quality person centered services and projects to VCFSE organisations.

As the Community Action Manager your responsibilities will include;

- Lead the Community Action team to maintain the smooth running and successful delivery of projects and outcomes.
- Working with Deputy Director of Operations to grow existing project and services and explore new opportunities and income growth for service development.
- Write funding applications and proposals to secure resources for new and existing services.
- Manage budgets, ensuring cost-effective service delivery and financial control.
- Drive business strategy to meet organisational targets and standards.



- Provide effective and inclusive leadership to the Community Action team which focuses on best practices and quality outcomes.
- Build and maintain positive relationships with key stakeholders, commissioners, funders, and voluntary sector organisations.

Our ideal candidate will be a dynamic practitioner with a proven ability to drive projects to achieve required outcomes and strive to achieve sustainability.

The successful candidate should have previous experience of managing staff, strong interpersonal and communication skills, attention to detail and a flexible and self-motivated approach. You should also have excellent organisational and prioritisation skills as there will often be the need to manage a busy and varied workload. Regular travel around the county is required for this role therefore candidates will need a driving license.

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.

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

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

Closing date for applications: 9.00am Monday 7th October 2024

www.communityactionsuffolk.org.uk



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Interviews will take place the week commencing 7th October 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



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