



## **Interim VCFSE Capacity Building Manager**

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

**Hours:** 22.5hrs per week

**Term:** Fixed term to 31<sup>st</sup> 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 to VCFSE organisations.

As the Capacity Building Manager your responsibilities will include;

- Leading the development and alignment of the VCFSE Organisational Development services team to achieve its KPIs
- Working with Deputy Director of Operations to grow existing 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 VCFSE Organisational Development services team which focuses on best practices and quality outcomes.
- Build and maintain positive relationships with key stakeholders, commissioners, funders, and voluntary sector organisations.

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](mailto: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 7<sup>th</sup> October 2024

Interviews will take place the week commencing 7<sup>th</sup> October 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



[www.communityactionsuffolk.org.uk](http://www.communityactionsuffolk.org.uk)



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