



Business Partnership Officer

Hours: Part Time 18.5 hours per week

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

Term: Fixed term to 31st March 2029

Salary: £31,048.83 FTE £15,317.42 Actual

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

Are you passionate about supporting the VCFSE sector? Want to work with a dedicated team, who make the difference to the VCFSE community in Suffolk?

We have a new and exciting opportunity to join our amazing Capacity Building team, working on a project funded by the National Lottery. We are looking for an Officer to support Suffolk's VCFSE community to access support from the public and private sector whilst providing organisational development support.

Your role will be to develop effective partnerships across VCFSE, public and private sector organisations. Key in your role is to broker relationships with the aim of strengthen communities within Suffolk. Part of your role will be supporting VCFSE organisations to review their business models and ensure their financial resilience. You will be a CAS ambassador, engaging our community, designing and building support resources, training, presentations to enable and support communities across the Suffolk County.

You will need to be an excellent communicator, with good written and presentation skills, a proactive and engaging approach, able to listen, support and provide articulate support to a range of communities. You will need to be a confident salesperson, team player, flexible, resourceful and able to autonomously manage a demanding workload.



@commactionsuff



community-action-suffolk



@communityactionsuffolk

If you are interested in the role and would like to learn more, please contact iain.lucas@communityactionsuffolk.org.uk Iain Lucas Capacity Building Manager for an informal conversation.

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.

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 (FTE) 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 Jessica Glen on jessica.glen@communityactionsuffolk.org.uk

Closing date for applications: 12pm on Wednesday 19th August 2026
Interviews will be held during the week beginning 31st August 2026

Completed applications should be sent to jessica.glen@communityactionsuffolk.org.uk or via post to Jessica Glen, at Community Action Suffolk, 160 Hadleigh Road, Ipswich, IP2 0HH by the above closing date.



@commactionsuff



community-action-suffolk



@communityactionsuffolk