

Community & Partnerships Capacity Officer

Hours: 30 hours per week

Location: Office base Brightspace, Ipswich or Kirkley Centre, Lowestoft with blended working

Term: Fixed Term to July 2027 (potential to extend subject to funding)

Salary: £29,390.68 Fulltime (pro rata £23,512.54)

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

This is a fixed term contract to build capacity to deliver specific project activities in the areas of rural, health, family and resilience. You will play an important role in developing partnerships within and beyond the Suffolk system – supporting connections and facilitating coproduction to ensure the voice of the VCFSE sector is heard.

This role will suit individuals who have a passion for the VCFSE Sector and who can champion building capacity, efficiency, and sustainability. You will need to have strong communication skills and be comfortable with facilitating group discussions and workshops. Your ability to write persuasively are essential for reporting to funders and creating case studies and marketing materials.

You will need to be driven, pro-active, flexible and resourceful and be able to manage multiple project priorities and a varied workload. You should also be confident working independently as well as having the ability to be a good team player, as the role will work across functions and teams within the organisation.

Successful candidates will have a can-do attitude, passionate about the VCFSE sector, and appetite for learning.

If you are interested in the role and would like to learn more, please contact alice.wade@communityactionssuffolk.org.uk Deputy Director of Operations and Business Development 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 9th September 2026
Interviews will be held during the week beginning 14th September 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.

