



## **Funding Support Officer**

**Hours:** 18.75 hours per week

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

**Term:** Permanent

**Salary:** £28,990.50 FTE - £14,495.25 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**

We are seeking a Funding Support Officer to join our friendly team to support the VCFSE sector to become more financially sustainable. You will achieve this, by helping to promote best practice and increasing confidence to review their finances and diversity income streams through a range of training & events, resource development and 121 support.

This role would suit a proactive person with a can do attitude and appetite for learning. We are looking for someone who can communicate with a wide range of people with varying degrees of experience.

You might be an experienced fundraiser, story teller or have a keen interest in finance and data. If so, help strengthen the voluntary sector by sharing your knowledge and expertise with others and apply today.

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.

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



@CASuffolk



@commactionsuff



community-action-suffolk



@communityactionsuffolk

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

If you wish to understand more about the role please contact Alice Wade, [alice.wade@communityactionsuffolk.org.uk](mailto:alice.wade@communityactionsuffolk.org.uk)



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)

**Closing date:** 9.00am on Monday 22<sup>nd</sup> July 2024.

Interviews will take place week commencing: 29<sup>th</sup> July 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 by the above closing date.



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



@CASuffolk



@commactionsuff



community-action-suffolk



@communityactionsuffolk