



## **Marketing & Communications Manager**

**Salary:** £34,650 FTE (£20,790 actual)

**Hours:** 22.5 hours per week

**Term:** Permanent

**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**

We are seeking a Marketing & Communications Manager to join our team and lead this key function within CAS. In this role you will provide guidance and support to individuals and teams working on both core and project work within the organisation and ensure effective implementation of the Marketing and Communications Plan including the use of the CAS brand. You will also be responsible for planning and implementing multi-channel campaigns, social media activity and internal and external newsletters.

The successful candidate will have a good eye for detail, creative flair and strong written and verbal communication skills. You will be comfortable managing budgets and have excellent organisational skills as there will often be the need to manage a busy and varied workload. You should also be confident working independently but must also be a good team worker.

If you are interested in the role and would like to learn more, please contact [louise.bradshaw@communityactionssuffolk.org.uk](mailto:louise.bradshaw@communityactionssuffolk.org.uk) Associate Director of People & Cultural 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 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 Louise Bradshaw on [louise.bradshaw@communityactionsuffolk.org.uk](mailto:louise.bradshaw@communityactionsuffolk.org.uk)

**Closing date:** 9.00am Monday 18<sup>th</sup> November 2024

**Interviews will take place week beginning:** 18<sup>th</sup> November 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)



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