



Organisation Development Officer (VCFSE Start Ups)

Hours: *Parttime - 22.5 hours per week*

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

Term: Permanent

Salary: £28,990.50 FTE - £17,394.30 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 an Organisation Development Officer to join our friendly team to support a diverse VCFSE sector – building capacity, efficiency, and sustainability. With a focus on supporting start up charities and social enterprises, the role will take a holistic approach - providing organisational development support. This will include supporting the VCFSE sector with business and financial planning, appropriate governance, and supporting them to secure the necessary resources to operate successfully. You will achieve this, through delivering a range of training & events, designing & distributing resources and creating tailored support packages to meet varying needs.

You may have worked within or beyond the voluntary sector, have operational, general or project management experience, be knowledgeable or have a keen interest in learning more about governance, business planning, finance and fundraising. If so, apply today and help strengthen the voluntary sector in Suffolk by sharing your knowledge and expertise with others.

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.

If you are interested in the role and would like to learn more, please contact alice.wade@communityactionsuffolk.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 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

Closing date for applications: 9am on Monday 2nd December
Interviews will be held during the week beginning: 9th December

Completed applications should be sent to 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.

