



Background

## Community Alliance

BROXBOURNE & EAST HERTS

### Community Support Officer

(Based mainly in Waltham Cross and Hertford)

**Initial Fixed Term Contract to 30<sup>th</sup> September 2025**

Full-time **37 hours per week**. (Applications for **30 hours** a week over 4 days also welcomed).

**£24,339 FTE** (£12.65ph)

plus 4% pension contribution and healthcare support package

Community Alliance Broxbourne and East Herts seeks a community focussed individual with good administrative and organisational skills and a passion for helping others to achieve their full potential.

Community Alliance is an established, award winning, charity whose main offices are based in the east of Hertfordshire. We provide support to residents and community organisations in Hertfordshire and many London borough's across our 4 themes of **'Helping Groups'** **'Employment and Skills'** **'Health and Wellbeing'** and **Engaging Residents**. We are supported by 50 paid employees; 60 local volunteers and a Trustee Board of experienced professionals. For further information about Community Alliance, please visit <http://www.communityalliancebeh.org.uk>

We have a vacancy for a Community Support Officer to join our team working in hub locations in Waltham Cross and Hertford. Experience of working in an information based role with the general public and/or with individuals that are vulnerable and challenging is desirable.

The post is based in high street locations and will require travel across Broxbourne and East Herts, therefore access to public transport or the ability to drive will be an advantage. The role is offered full-time (37 hours a week) Monday to Friday but applications for 30 hours a week over 4 days will also be welcomed.

The successful candidate will work as part of our community support team of employed staff and volunteers supporting the delivery and administration of Community Alliance employment and learning projects (currently Job Smart and Multiply) along with Healthy Hub provision.

Please view the Job Description included in this job pack for further details. For an informal discussion about the post please call **Susan Lankester** on **07496 874098**.

Should you be interested in applying for the above post please complete the attached application form and email to [recruitment@communityalliancebeh.org.uk](mailto:recruitment@communityalliancebeh.org.uk) by the closing date.

Closing date: **12pm on Friday, 17<sup>th</sup> May 2024**

Interviews held **Friday, 24<sup>th</sup> May 2024**