



Dear Applicant,

Reference: Service Manager Vacancy

Please find enclosed an Application Form, Guidance notes, Job Description & Person Specification for your attention. The Equalities Form should be completed online.

This is a fantastic opportunity to be a part of a unique charity that is peer led and focused on the wellbeing of its members and service users. We are looking to employ a person Full-time (37.5 hours per week) to be responsible for delivering the Peer Support Group service Changes Bristol offers.

This is a varied and wide-ranging role with significant responsibility in the charity. The peer support service has continued to grow from its early beginnings 17 years ago and now serves over 400 people every year. Managing the service; managing volunteers and line managing the deputy service manager along with safeguarding responsibilities will be key to the role.

About Changes Bristol mental health charity

Changes Bristol is a mental health charity that provides a service to those suffering mental distress in greater Bristol. Our core service provides peer support meetings that run every week that are open access with no referral necessary, and where the support is there for as long as people need it.

We consider our service to be essential to the population of Bristol and wish to maintain, improve and expand our service in the coming years.

The recruitment process

This will involve completing and returning the enclosed Application form and Equalities form to be considered for the role. Please read the guidance notes before completing the application. These can be emailed to recruitment@changesbristol.org.uk Jason Washbourne.

After the closing date of Tuesday 27th July 2021 at 5pm, we will assess all the applications received and compile a shortlist of candidates. If you are chosen on the shortlist, you will be invited for an interview on Zoom. The second stage will involve an interview in person at our offices.

We look forward to receiving your application in due course.

Kind regards

Jason Washbourne
Project Manager