



Dear Applicant,

**Reference: Deputy 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 focussed on the wellbeing of its members and service users. We are looking to employ two people on a part-time basis 18.75 hours per week (2.5 days equivalent) as a job share to work with the Service manager to deliver the Peer Support Group service Changes Bristol offers.

The peer support service has continued to grow from it's early beginnings 17 years ago and now serves over 400 people every year. You will help manage the service, deliver training, manage volunteers and report to the service manager.

**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. This can be emailed to [recruitment@changesbristol.org.uk](mailto:recruitment@changesbristol.org.uk) Jason Washbourne.

After the closing date of September 21<sup>st</sup> 2021, 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 interviews will take place the following week. 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