

Dear Applicant

### **Development and Events Manager Application**

Please find enclosed in the links below an Application Form, Guidance notes, Job Description, Person Specification, and Equalities form for your attention.

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 a person or persons to cover 37.5 hours a week to be responsible for delivering the business, marketing and fundraising strategies of the charity. The Salary will be £25,000 - £28,500 depending on experience.

### **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 services provide peer support meetings that run every week that are open access with no referral necessary, and 1 to 1 peer befriending.

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

The role of the Development and Events Manager is seen as key to the future success of the organisation to continue our strategic plan to become a sustainable and growing mental health charity over the coming years.

### **The recruitment process**

This will involve completing the Application form and Equalities form to be considered for the role. These can be found on the links below on our website. The application form can be downloaded and when completed emailed to [recruitment@changesbristol.org.uk](mailto:recruitment@changesbristol.org.uk).

Please ensure you read and understand the guidance notes and the requirements of the Job Description and Person Specification before completing the application form. A Curriculum Vitae will not be accepted as an application for the role, but can be included with the application.

After the closing date on Thursday 23<sup>rd</sup> June 2022 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 within the following 14 days. The interview will last approximately an hour.

Those successful in the first round of interviews will then be invited for a less formal meeting that will take place in person.

We look forward to receiving your application in due course.

Yours sincerely,

Jason Washbourne  
Chief Executive Officer