



Carers Support Centre  
Bristol & S. Gloucestershire

### Carers Support Centre

The Vassall Centre, Gill Avenue,

Fishponds, Bristol BS16 2QQ

Admin Line: 0117 9392562

Carersline: 0117 9652200

[www.carerssupportcentre.org.uk](http://www.carerssupportcentre.org.uk)

[info@carerssupportcentre.org.uk](mailto:info@carerssupportcentre.org.uk)

## Are you up for a challenge?

If so, you could be just the person we're looking for.

Come and join a passionate team striving for a better life for unpaid family carers

At the Carers Support Centre (CSC) we have been supporting unpaid adult and young carers across Bristol and South Gloucestershire for 25 years. We provide a wide range of services, emotional and practical support to carers of all ages, not only helping them in their caring role but also to lead a life of their own.

Following a series successful funding bids and an organisational review, we have an opportunity for someone to join our Senior Management Team in the new role of Business Support Manager (BSM).

### **Business Support Manager (BSM)**

**30 hours per week**

**Salary: £25,740 per annum (£32,176 FTE)**

In this new role, managing a small team, you will be responsible for leading and managing the core infrastructure functions that are the foundations of a strong charity, allowing us to grow and develop the delivery of services for carers. This includes areas such as: Data Management, Digital Development, HR, Central Administration, Risk Management, Premises, Health & Safety, Quality Assurance.

As a member of the Senior Management Team, you will also be involved in the strategic and operational leadership of CSC.

If you're up for a challenge, working in a supportive environment and have the necessary skills and experience we'd love to hear from you.

If you want to discuss the role, please call 0117 939 2562 and ask for Tim Poole

To apply please submit a CV and covering letter explaining how you meet the criteria as set out in the Job Description and Person Specification which is available on our website

<https://www.carerssupportcentre.org.uk/vacancies> to [recruitment@carerssupportcentre.org.uk](mailto:recruitment@carerssupportcentre.org.uk)

If you do not have access to the internet, please call our office on 0117 939 2562.



Registered as The Carers Centre (Bristol & South Gloucestershire).  
Company Number 3377199 Charity Number 1063226



**Closing date:** Monday 25 July 2022 @ 12.00 Noon  
**Interviews:** Week commencing 1 August 2022

We are an Equal Opportunities Employer, and our workplace is free of barriers and fully accessible for people with disabilities. We are committed to safeguarding children, young people and vulnerable adults; from recruitment of staff through to supporting our team working with families and carers in crisis.



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