



Independence from
drugs and alcohol

RESOURCES MANAGER

Full Time	37.5 Hours per week
Salary:	£40,537.15 to £46200.69 per annum pro rata (depending on experience)
Closing Date:	03/09/2025
Interview Date:	TBC
Job Reference:	RM-BDP
Accountable to	The Chief Executive Officer
Direct Report	The Support Services Team
Contract Type:	Permanent

The Role

We're looking for a dynamic, strategic and people-focused Resources Manager to lead the development and delivery of our internal systems and services at Bristol Drugs Project (BDP).

If you're someone who enjoys improving systems, solving operational challenges, and making a lasting difference behind the scenes, this role offers the chance to do just that. You'll play a key part in ensuring our teams are well-supported, our processes are efficient and our organisation remains a safe, inclusive and effective place to work. You'll care deeply about the wellbeing of our staff and service users, and help build the foundations that allow them to thrive.

Key Responsibilities:

- Lead and improve internal systems, policies, and governance
- Oversee HR, IT, premises and health & safety support services
- Manage contracts, suppliers, and external relationships
- Support strategic planning, risk management and compliance

What we are looking for:

- A confident and adaptable leader with strong people management skills
- Proven experience improving systems and internal operations
- Excellent organisational, communication and relationship-building skills
- A strong commitment to equity, inclusion, and BDP's values



Independence from
drugs and alcohol

About BDP:

Bristol Drugs Project (BDP) has been supporting the people of Bristol around their drug and alcohol for the past 39 years. We are committed to providing accessible and appropriate support for anyone who needs it and to reduce the harms caused by drugs and/or alcohol. Workers at BDP come from diverse backgrounds and experiences, but all share a drive to make a difference in the lives of the people we work with.

What we offer:

- 27 days annual leave plus bank holidays
- Comprehensive Employee Assistance Program
- Thorough line management and reflective practice programme
- Extensive and ongoing training
- Cycle to work scheme

Questions

If you would like an informal chat about this role, please contact Lydia Plant on 07966 080 402 .

If you have questions regarding the application process or need some support in completing your application, please email recruitment@bdp.org.uk or call 0117 987 6001 and ask for recruitment