



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

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.

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.



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Job Purpose

The purpose of the role is to support the planning, allocation, and utilization of our organisation's resources to ensure efficient and effective operations.

The Resources Manager will have excellent organisational skills, ensuring BDP have up to date processes and are compliant with relevant legislation and regulations.

Overseeing our internal services, you will manage a team to provide excellent support services to staff across BDP, as a foundation to ensure staff have what they need to deliver their work.

Principal Accountabilities

1.Internal BDP governance and systems

- Working with the Senior Leadership Team and Board of Trustees, ensure all BDP's organisational policies and procedures are fit for purpose, up to date, and compliant with relevant legislation.
- Ensure BDP have up to date processes and are compliant with all relevant legislation and regulations (working with our external support providers as appropriate);
- Data Manager for the charity, responsible for implementing and demonstrating adherence to data protection principles and legislative requirements.
- Review systems and adapt them to the changing needs of the organisation to improve our efficiency;
- Ensure sound governance is applied, including ensuring an annual cycle of trustees' Board meetings and committees and supporting with the maintenance of the charity risk register
- As appropriate, identify and lead strategic projects to transform BDP's systems such as IT improvement works

2. Management of support services

- Oversee and be responsible for all aspects of support services including IT, HR, Health and Safety, premises management, recruitment and training. Ensure BDP is up to date, compliant and has excellent practice in all areas (working with our external support providers as appropriate).
- Be responsible for the line management, induction, training, supervision, support and performance management of support services staff, so that they can deliver excellent support services to all BDP staff.

3. Management of suppliers and relationships

- Act as Relationship Manager for a range of organisational contacts including government agencies, partners and suppliers.
- Working with the finance manager, monitor contracts regularly and ensure that suppliers satisfy their contractual obligations to BDP by delivering high levels of service and value for money. Where needed, organise procurement and retendering processes.
- Undertake premises negotiation, applications and exchange processes, liaising with CEO, solicitors, local authorities, property agencies and landlords. Withdraw from premises as required, ensuring all contracts are transferred/terminated and manage re-location.
- Ensure adequate insurances are in place and oversee claims made as required.
- Work productively with the range of partner organisations and commissioners as needed.

4. Internal performance and data

- Ensure that performance is managed and measured through monitoring of probationary reviews, appraisals and (where appropriate) performance management;
- Maintain records of management and HR information where this is important for BDP's key performance indicators (for example frequency of supervision delivered);
- Maintain records of staff training including compliance with required training (for example safeguarding, case management systems and H&S);

- Continually work to develop a performance culture, improving the quality of data collected and using data insights to improve performance and service delivery;
- Engage with BDP staff around their working experience, gather feedback and act upon it where possible to ensure BDP is a great place to work.

5. Financial duties

- Work with BDP's Finance Manager to provide insight and modeling to inform decision making around business opportunities and risks.
- Work with BDP's Finance Manager to ensure BDP managers and team leaders have access to devolved budgets and can use these to support operational decisions.
- In conjunction with colleagues , develop or approve business cases to take advantage of new opportunities;
- Where appropriate, develop and write or support bids for trust, partnership and commissioned services.

6. Other Duties

- To assist in the promotion and education work undertaken by BDP;
- To provide advice and assistance to the rest of the senior leadership team and the Board of Trustees regarding the development of resources available to BDP;
- After reasonable consultation, to undertake any other task that is necessary, if called upon to do so by the CEO.



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PERSON SPECIFICATION: RESOURCES MANAGER

The person appointed to this post will be able to demonstrate that they have acquired the following with relevant experience, where this is highlighted below.

Essential Criteria

- A clear commitment to the ethos of Bristol Drugs Project and an awareness of their reach
- Demonstrable commitment to equality, diversity & inclusion
- An empathy and understanding of the impact of drug and alcohol on families, carers, service users & communities
- Evidence of using data as a driver for change to deliver high performance
- Strong leadership skills and an adaptable leadership style
- Ability to effectively manage the functions of the team
- Excellent communication skills for a wide range of audiences
- Strong organisational, time management and prioritisation skills
- Ability to remain calm and resilient in high pressure environments
- Attention to detail
- Able to analyse data to provide information and support performance and process improvements
- Able to work under own initiative and work as part of a team
- Strong understanding of data protection laws.
- Strong MS Office skills, especially Excel
- Experience in presenting complex data in simple and accessible formats.
- Evidence of having developed positive relations with other agencies , partners or commissioners
- Experience with writing Policies and Procedures



Desirable Criteria

- Management qualification or equivalent
- Experience within a not for profit organisation.
- Experience within the Health and Social Care sector.
- Experience in the procurement and contracting of equipment, supplies, and services.
- Experience in ensuring efficient use of office space and other facilities.
- Experience in maintaining accurate records and documentation related to resources.
- Experience in ensuring compliance with relevant legal and regulatory requirements.
- Experience in financial management and maximising value for money from resources
- Experience of developing and writing business cases .
- Understanding of Data Protection Laws because they will be the Data Officer