**Head of Services Job Advert**

North Bristol Advice Centre (NBAC) is recruiting a Head of Services to oversee the management and operations of our advice services, supporting our staff and volunteers to deliver a quality and expert service that meets the needs of our communities.

This is a key role within NBAC, ensuring good communication and working across our busy teams. You will be responsible for managing efficient and effective operational systems including IT, Recruitment and HR; support and supervise our advice support volunteers; lead on data and monitoring, providing reports and performance management information as required; and ensure compliance with GDPR.

Working alongside the Director, you will contribute to the development of new and existing community-based services in line with our strategic aims.

This is an exciting opportunity to join our friendly and committed team. NBAC actively supports the wellbeing of our staff and volunteers, offers flexible/hybrid working, relaxed dress-code, and provides training opportunities and professional development.

For more information please visit: [www.northbristoladvice.org.uk](http://www.northbristoladvice.org.uk).

For an informal chat about the role, please contact Katherine Tanko 0117 951 5751 or katherine@northbristoladvice.org.uk

**To apply**

Please submit your CV and a cover letter of no more than two pages which explains why you are interested in the role and how you meet the requirements set out in the Job Description and Person Specification. Please email this, together with the Equalities Monitoring Form, to katherine@northbristoladvice.org.uk

Job Description and Person Specification

Equalities Monitoring Form

**Deadline for applications**: 5pm Wednesday 22nd May 2024

**Interviews to be held**: Wednesday 29th May 2024