

Business Support Manager

We are recruiting for a Business Support Manager in our Business Support Team to provide operational leadership to **Bromley Y**, ensuring the organisation has effective systems, processes, resources and governance arrangements to deliver safe, compliant and high-quality services for children and young people.

This is an exciting opportunity to lead and develop **Bromley Y**'s Business Support Team in providing a robust support across finance and budgeting, recruitment and onboarding, executive/Board administration, internal communications, and the coordination of meetings, rooms and events.

The role plays a key part in ensuring strong governance, risk management and compliance arrangements, including Data Protection Officer responsibilities (UK GDPR), oversight of DBS processes, supplier and contract management, administration of core systems and technology and day-to-day management of Ethelbert Road (and any additional premises), addressing health and safety requirements.

The successful post holder will work collaboratively with colleagues and stakeholders, modelling **Bromley Y** values and a commitment to equality, diversity and access for all. The role is primarily delivered digitally/remote with on-site working at Ethelbert Road as required, and requires flexibility to meet organisational needs.

About the role

- Role: Business Support Manager
- Salary banding: £52,551 to £59,977
- Working pattern: Full-Time - 37 basic working hours a week
- Team: Business Support Team (BST)
- Reporting to: CEO
- Contract: Permanent
- Location: Hybrid model (Bromley Y building, community settings and remotely)

The right candidate

Essential criteria include:

- Over three years' experience of managing and supervising staff
- Experience of working with multi-agency partners and other managers to respond to the needs of other teams
- Knowledge of relevant national policies and guidance in relation to children's services and business practice
- Flexibility across hours of work when required

Desirable criteria include:

- Over three years' experience of managing and supervising staff
- Experience working within a charity, healthcare, mental health or public-sector environment.

- Knowledge of UK GDPR/data protection requirements, including SARs and data breaches.
- Experience supporting governance, risk management, health & safety or compliance activities.
- Experience of budget monitoring, supplier/contract management or financial administration.
- Experience managing business systems, IT suppliers or digital platforms.
- Experience supporting organisational improvement, change or service development.
- Relevant management, business administration, governance or data protection qualification.

The Rewards for joining us:

- Good competitive salary
- Comprehensive induction
- Hybrid working pattern.
- Holiday entitlement of 28 days per annum, plus bank holidays (pro rata for part time)
- A wellbeing day
- Support via our Employee Assistance Programme
- Contributory Pension scheme
- The successful candidate will be supported in their professional development.
- Attending organisation events
- Cycle to work scheme.
- Blue Light Card
- Being part of a dynamic, creative and innovative team where all our people are empowered to achieve their very best.
- Work for an award-winning organisation.
- Be part of a diverse, inclusive, collaborative, and supportive working environment that places Diversity, Equity, Inclusion and Belonging at the heart of its business strategy.

Information about how to apply: Bromley Y

To apply please send your CV and a covering letter explaining how and why you are suited to the role together with your notice period to hr@bromleyy.org by **17.00 hours on Tuesday 1st September 2026**. Please be advised that we reserve the right to close this vacancy early (in line with business organisational needs and if we receive sufficient applications for the role). Please note that due to the volume of applications that we receive, if you do not hear from us, you have unfortunately not been shortlisted on this occasion.

If you have any questions before applying, then please email them to us: hr@bromleyy.org.

As an equal opportunity's employer, we are committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace where our employees feel psychologically safe, and we strongly encourage suitably qualified applicants from a wide range of cultural and ethnic backgrounds to apply and join our organisation.

We are committed to the safeguarding of children and require the successful applicant to undertake a check from the Disclosure and Barring Service.

By submitting an application, you are consenting to Bromley Y HR team securely holding and processing your personal data. You retain the right to have your information deleted in line with current GDPR legislation. Please refer to our job applicant privacy notice for further information.