

# Coordinator

## Hertfordshire/Bedfordshire, UK

### WHO ARE WE?

We believe in helping people change their lives, for good. This is really hard to do but it's worth every ounce of effort to see someone leave our services healthier, happier and empowered to keep making positive changes.

### WE BELIEVE:

1. That passionate people want to do meaningful work and have fun doing it – You are at work a lot, shouldn't it be fun?
2. That we are here to help people find things that make them happy and healthy.
3. That we can help people make realistic changes that fit into their real lives to change their habits, not just temporarily change their waist size.

If you believe what we believe, you should apply to work with us and help change lives.

We are a behaviour change organisation who focus on helping people become healthier and happier, with the added bonus of managing their weight in the process. We believe in the power of community, both for people going through our services and in our teams.

### WHO ARE YOU?

You are an exceptionally passionate person who wants to make a difference to the health and happiness of local people. You want a job that is about more than just money, where you get to work with like-minded people towards a goal that matters. You don't want to have to be someone different at work than you are at home and believe you have what it takes to help people change their lives, with the support of your colleagues and managers.

### WHAT WILL YOU ACTUALLY BE DOING?

You will be responsible for the co-ordination and delivery of the BeeZee Families Programme in Hertfordshire or Bedfordshire. BeeZee Families is a 17 week weight management and healthy lifestyle programme for children aged 5-15 years and their families. The role includes a wide variety of organisational and delivery tasks designed to support families to make healthy changes. The post includes working a minimum of 2-3 evenings per week with members of the public. Tasks may include:

- Helping to recruit families to come onto the service.
- Supporting our Nutritionists/Dietitians to deliver group-based sessions including:
  - Processing referrals
  - Booking venues/physical activity coaches
  - Helping to prepare the room and resources for each session

- Taking the register and welcoming families to session
  - Preparing snack
  - Helping families complete the 'challenge chart'
  - Supporting nutrition session delivery
  - Supporting with cooking sessions
  - Taking part in the physical activity sessions with the families
  - Supporting people to set targets
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- Helping people realistically manage barriers to living healthy lives
  - Following up participants after sessions to ensure they are on track and referring onto alternative services if necessary.
  - Providing regular, personalised support through a bespoke digital platform.
  - Partnership working with health and social care professionals and people in the local community.
  - Helping create a healthy, happy working environment.
  - Developing your skills with regular and diverse CPD.
  - Helping BeeZee Bodies meet our goals.
  - Being part of the ongoing development of excellent quality public health interventions by using evidence to shape future programmes.

*The role will require you to:*

- Be able to facilitate onsite delivery 2-3 evenings a week (Mon-Thurs), either in Herefordshire or Bedfordshire (we have one role in each county, you won't be required to travel between counties).
- Be available for some flexible office hours to support preparation of the sessions.
- Support the nutrition team to help coordinate the BeeZee Bodies Programme on site.
- Ensure the high level of quality associated with the BeeZee Bodies programme is maintained and look for opportunities to help improve the service further.

## SKILLS AND EXPERIENCE

- Passionate
- Personable and engaging
- Excellent written and oral communication skills
- Organised
- A high degree of self-motivation
- Team oriented
- Experience of coordinating and/or leading groups
- Excellent computer literacy skills
- Full UK drivers licence and access to own car
- Ability to work under pressure and to tight timelines
- Flexible

## THE GOOD STUFF: TITLE, DOSH & HOURS

Location	Roles in Bedfordshire and Hertfordshire
Job Title	BeeZee Bodies Coordinator
Hours	Full-Time & Part-Time available To include 2-3 evenings per week (until 8.30pm- Hours are flexitime to accommodate late finish)
Salary	£18,000-21,000 per annum (FTE)

## WHAT WILL YOU GET OUT OF WORKING AT BEEZEE BODIES?

- Training on how to deliver your tasks to an excellent standard
- Work that's engaging and fulfilling.
- A chance to become part of a young, vibrant company who love to innovate.
- A team that will support you to do your job to the best of your ability.
- The opportunity to make a real difference to people's lives.
- A chance to take part in fun work place activities and challenges.
- Being challenged and supported (mentoring, CPD etc.) to develop your career in a direction that you choose.

## HOW DO YOU APPLY?

You can apply by sending your CV and the answers to the following 5 questions to [info@beezeebodies.co.uk](mailto:info@beezeebodies.co.uk)

1. Where did you see this advert?
2. Why are you confident that you would be the best person for the job?
3. Tell us about something that you have done that you are really proud of and why?
4. What would be the first thing dogs would say to their human family if they could talk?
5. Why would you like to work at BeeZee Bodies?

The closing date for this post is the **30th May 2018** with interviews taking place the following week.

Any questions about this role please contact Ciara at [ciaraodonovan@beezeebodies.co.uk](mailto:ciaraodonovan@beezeebodies.co.uk)