

**Coordinator
BeeZee Bodies
Hertfordshire, UK**

We are a community interest company who are looking to appoint a passionate, innovative individual to support the work of a dedicated team of nutritionists to deliver a weight management programme in Hertfordshire. We are a passionate team of motivated individuals who expect the same from all members of staff.

If you are looking for a job where you can make a real difference to local people’s health and happiness, and want to work in a vibrant, exciting environment - then this might be the job for you.

Here at BeeZee Bodies we believe that ‘culture eats strategy for breakfast’ and so we have a strong sense of who we are and who we want to be. This is embodied in our 5 ‘ways of being’

1. **Be real** - We will be transparent, authentic and genuine. We will have integrity in all we do and who we are.
 2. **Be passionate** - We will always be ourselves and won’t hide our passion for what we do.
 3. **Be innovative** - Think outside the box and always explore new ideas
 4. **Be empowering** - People don’t want to be told what to do but supported to make great choices.
 5. **Be courageous** - We will have courage to do what we believe in and to live out our values
- See www.beezeebodies.co.uk/us for more information on BeeZee Bodies’ culture

WHAT WILL YOU ACTUALLY BE DOING?

You will be responsible for the coordination and delivery of the BeeZee Families Programme in Hertfordshire. BeeZee Families is a 17 week weight management and healthy lifestyle club for children 5-15 years old.

The role includes a wide variety of organisational and delivery tasks designed to support families to get healthy. The post includes working a minimum of 2-3 evenings per week with members of the public. We are looking for someone who is willing to ‘step up’ and take responsibility. We run sites in Stevenage, Welwyn/Hatfield, Watford and Broxbourne and Hemel Hempstead.

“As a company BeeZee Bodies is committed to engaging in the real issues that perpetuate obesity and prevent healthy lifestyles”

Job Title	BeeZee Bodies Coordinator
Hours	Part-Time (10-16 hours per week) <i>To include 2-3 evenings per week (until 8.30pm- Hours are flexitime to accommodate late finish)</i>
Salary	£8 per hour (4 month contract)

SKILLS AND EXPERIENCE

The role will require you to:

- Be able to facilitate onsite delivery 2-3 evenings a week (Mon-Thurs 4.30-7.30pm)
- 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. This includes tasks such as
 - o Helping to prepare the room and resources for each session
 - o Taking the register and welcoming families to session
 - o Preparing snack
 - o Helping families complete the 'challenge chart'
 - o Supporting nutrition session delivery
 - o Supporting with cooking sessions
 - o Taking part in the physical activity sessions with the families
 - o Supporting people to set targets
 - o Helping people realistically manage barriers to living healthy lives
- Ensure the high level of quality associated with the BeeZee Bodies programme is maintained and look for opportunities to help improve the service further.

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?

Have a look at the essential and desirable criteria for this post. If you think you meet them then, or even if you don't but still think you're right for the job(!), you can apply by sending an email answering the following 6 simple questions and attach a CV to Aoibhin Kelly at akelly@beezeebodies.co.uk. Closing date: Friday 30th March

- 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 a gorilla say to a giraffe if there were no geographical or language barriers?**
- 5. What do you think you'll be doing in this role on a daily basis?**
- 6. Why would you want to work at BeeZee Bodies?**

If you have any questions please contact Aoibhin Kelly by email.

ESSENTIAL AND DESIRABLE CRITERIA FOR POST

Criteria	Essential	Desirable
A. Passionate (deliberately vague!)	✓	
B. Excellent written and oral communication skills	✓	
C. Degree in related subject and/or significant relevant experience		✓
D. Excellent organisational skills	✓	
E. A high degree of self motivation and ability to motivate others	✓	
F. Able to drive and access to transport	✓	
H. Experience of managing a budget		✓
I. Experience of working in a team	✓	
J. Experience of coordinating a project and/or people	✓	
K. Experience in preparing data (qualitative and/or quantitative) for academic publications and presentations		✓
M. Experience of working with children/families	✓	