

Wellbeing Co-Ordinator

HERTFORDSHIRE, UK

Due to recently winning a contract we are doubling the size of our team, so we are looking for someone great to join us in this role. If you want to support local families to be the healthiest, happiest versions of themselves, then we cant wait to hear from you.

We have a strong sense of who we are and who we want to be, this is embodied in our 5 ways of being:

BE REAL	We are genuine, authentic, transparent, and have integrity
BE PASSIONATE	We are who we are and won't hide our passion for what we do
BE INNOVATIVE	We are creative and love to explore new ideas
BE EMPOWERING	We are supportive and help people to make great choices
BE COURAGEOUS	We are brave and bold and live the values we believe in

What's the role?

In two words: Helping people! More specifically, we are looking for a well-being co-ordinator to support families to make healthy changes. You will be part of a dynamic team who deliver 1-1 and group services to support families and work with them to develop a personal plan, which may include changing their habits, increasing activity, seeking support that is bespoke to them and signposting them to partner organisations. The aim of this role will allow you to empower families to change behaviours to be healthier and happier.

The important stuff: Title, dosh, hours

JOB TITLE	BeeZee Families Wellbeing Co-ordinator
HOURS	Full time (40 hours per week) and part time available including 2-3 evenings a week (hours will be flexi-time)
SALARY	£18- 22,000 per annum FTE
LOCATION	Office based in Hatfield but travel required across Hertfordshire (own car essential)

What will you do if you get the job?

- Support the recruitment of families to our interventions by working with key local stakeholders/partners and attending local events
- Empower families in both a 1-1 and group environment to understand their needs and co-create a family plan with them that supports their health and wellbeing through our brief intervention programme (P.S we will provide training and support to do this)
- Help us create a database of local and national support available for families
- Support families by referring and signposting to local services, events and activities
- Ensure families continue to make and maintain healthy changes after their experience with us
- Support the delivery of training for professionals and the delivery of BeeZee Masterclasses
- Co-ordinate the booking of venues and physical activities for BeeZee families interventions
- Adhere to professional practice standards and legislation, including confidentiality, safeguarding, equality, diversity and inclusion policies.
- Help us to achieve our contract aims and support local families
- Input data and manage caseloads of families using our online data system
- Contribute to a positive working environment to help the team thrive and innovate and use new ideas (a good sense of humour is a must!)
- Undertake other relevant work as required by BeeZee Bodies

Why is it great working with BeeZee Bodies?

- Doing work that is meaningful and helps change peoples lives for the better
- Be part of a growing and vibrant organisation who love to innovate
- Work with a team that will support you to do your job to the best of your ability
- Have a chance to take part in fun work place activities and challenges
- Access our employee assistance programme (counselling support etc)
- Take part in our daily workplace health (everyone gets a 20min paid break)
- Quarterly away days and training week
- We believe in supporting your development so want to help develop your skills with regular and diverse CPD
- Innovative work spaces with standing desks, cycling desks and other physical activity equipment
- 5 out of 5 Glassdoor.co.uk Rating
- Be part of our Pension scheme
- Dog friendly offices
- Access to our bike to work scheme
- Monthly 1-1s with your line manager
- Tea,coffee and fruit on tap! Yum



Criteria for this post:

	Essential	Desirable
Qualifications		
A health, social care, counselling or other relevant professional or academic qualification		♥
Experience		
Experience of working with, children/families and parents	♥	
Experience of working with families with complex needs		♥
Experience of delivering 1-1 support		♥
Experience of facilitating group sessions		♥
Experience of handling and entering data	♥	
Skills		
Empathy combined with a genuine desire and commitment to improve the quality of the lives of the families	♥	
A resilient, non-judgmental, sensitive approach to working with and motivating our service users.	♥	
IT literate especially working knowledge of Microsoft Office	♥	
Excellent organisational skills to manage and prioritise workload, anticipate needs and work on own initiative and as part of a high functioning team.	♥	
Ability to manage a complex caseload.		♥
Fluent and clear in English speaking.	♥	

Essential

Desirable

Personal Attributes

Confident, self motivated, passionate, flexible, adaptable and creative.



Able to respond positively to new situations



Ability to reflect and appraise own performance and that of others



Drive and have own car



Company Policies and Procedures:

Post holders must at all time comply with all policies and procedures including Safeguarding, Health and safety and Data protection/GDPR Equal Opportunities: Post holders must at all times carry out their responsibilities with due regard to the Company's equal opportunities policy. The post is subject to a full DBS disclosure. We will need to see proof of right to work in the U.K.

How to apply:

Send your CV with a covering letter that answers the following 4 questions to recruitment@beezeebodies.co.uk

1. Where did you see this advert?
2. How do you meet the qualifications, experience and personal attributes criteria listed above (please refer to all criteria using examples)
3. Why would you want to work at BeeZee Bodies?
4. What would be the first thing dogs would say to their owners if they could talk?

The closing date for this post is **Wednesday 17th June 2020** with interviews taking place the following week. The interview process involves 3 stages:

1. Initial telephone conversation
2. Group interview day
3. Final one to one interview*

*Only a selection of candidates from the initial stages will be invited to the one to one interview stage.

If you have any questions, please email recruitment@beezeebodies.co.uk

