

# Contract Manager

Enfield & Waltham Forest or Bren & Hounslow, UK

We are expanding the organisation and are looking for a passionate and energetic person to manage our exciting new London Family Weight management services. This person will be responsible for supporting a team in either Enfield/Waltham Forest or Brent/Hounslow to deliver great services to children, young people and their families to help them to be happy and healthy

- 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?

The role will be responsible for mobilising and delivering BeeZee Bodies services in either Enfield/Waltham Forest or Brent/Hounslow

You will be managing a team of nutritionists and wellbeing coordinators to deliver a suite of programmes to families to support weight management and healthy lifestyles.

You will work with local partners including local authority public health, school nursing (including the National Child measurement programme), schools, healthcare professionals and third sector services to support families living in London to manage their health in a fun and exciting way. There will also be a piece of work around ensuring the programmes are coproduced with local communities to ensure they are culturally and locally relevant.

## The important stuff: Title, dosh, hours

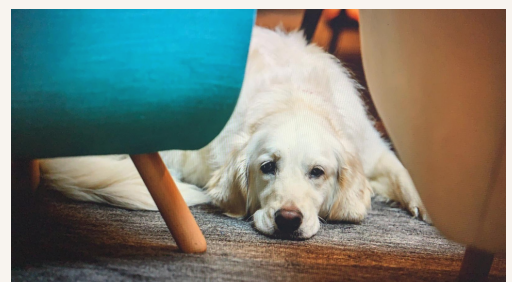
- JOB TITLE** Enfield/Waltham Forest or Brent/Hounslow Service Manager
- HOURS** Full time (40 hours per week) including some evenings/flexi-time
- SALARY** 30,000-32,000 per annum
- LOCATION** Mixture of home working and office based in Enfield/Waltham Forest or Brent/Hounslow

## What will you do if you get the job?

- Drive the new contract at achieving its aim of **'Meeting people where they are to maximise engagement in all eligible groups, and targeted working with those with greatest need and highest risk of obesity, specifically including Black African and Black Caribbean Families'**
- Support and Line manage a team of nutritionists and wellbeing coordinators to deliver our services- BeeZee Families, BeeZee Lite and BZ Live ( Lead team meetings, 1-1s, appraisals and support staff to be happy and healthy at work)
- Track and ensure we are meeting KPIs
- Provide reports to Commissioners and Senior Leadership team on the performance of the contract
- Work alongside the Service Development Manager to ensure we are delivering high quality services in contracts (this will include site visits to quality assure delivery)
- Attend and provide data for weekly manager meeting
- Manage contract budgets
- Attend commissioning meetings to update on progress
- Ensure staff are adhering to policies and procedures (e.g safeguarding, health and safety, equality and diversity, data protection etc)
- Ensure the team has a robust participant recruitment strategy and are connecting with marketing and comms
- Ensure the team has a robust partnership engagement strategy
- Providing quality assurance reviews for staff
- Support the delivery of the Dreyfus assessments and create CPD and training plans for each member of staff

## Why is it great working at 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
- Be part of our in-house ministries
- 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 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

Relevant Degree or Level 4 qualification in any of the following; Community work, Education, Health, Youth work or Social work



## Experience

Experience of working in a public health environment or good understanding of the issue around maintaining a healthy lifestyle



Experience of managing teams



Experience of managing and delivering key performance indicators



Experience of dealing with HR issues



Using data entry systems and entering data accurately and in line with confidentiality principles



Experience of analysing data and producing reports



Experience of managing a budget



Experience of project management



Experience of working with and building relationships with partnership organisation



## Skills

A resilient, non-judgmental, sensitive approach to working with and motivating staff



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



Fluent and clear in English speaking



Essential

Desirable

## Personal Attributes

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



Tenacious



Able to respond positively to new situations



Methodical with the ability to understand and meet targets and deadlines, able to learn and assimilate new information.



Ability to reflect and appraise own performance and that of others



Be able to travel to around London



## 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 and Equal Opportunities 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](mailto:recruitment@beezeebodies.co.uk)

- Where did you see this advert?
- What experience and skills could you bring to this role
- Why would you want to work at BeeZee Bodies and do this role?
- What would be the first thing dogs would say to their owners if they could talk?

The closing date for this post is **24th September 2021** with interviews taking place the following week. The interview process involves 2 stages:

1. Initial telephone conversation
2. 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](mailto:recruitment@beezeebodies.co.uk)



**GOOD LUCK!**