

# Engagement Officer

## HERTFORDSHIRE & BRIGHTON, UK

We are looking for 2 great people to join our Hertfordshire and Brighton based teams. If you want to support local adults and families to be the healthiest, happiest versions of themselves, then we can't 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?

As a BeeZee Bodies Engagement Officer you will be responsible for developing and maintaining strong partnerships with local services and stakeholders to increase referrals into our services. We would like you to create a long term strategy that will raise and maintain awareness of the services BeeZee Bodies provide and link with local health, education, social and voluntary organisations to build a two way partnership that creates sustainable referral routes and signposting in both directions.

## The important stuff: Title, dosh, hours

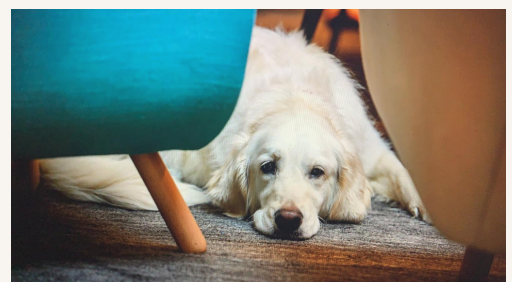
- JOB TITLE** BeeZee Bodies Engagement Officer
- HOURS** 30 hours per week (over 4 days) Flexi-Time Herts  
40 hours per week, Brighton
- SALARY** £15,750 per year (£21,000 Full time equivalent) Herts  
21,000 Brighton
- LOCATION** Home working and office based in either Hertfordshire or Brighton and Hove  
Travel across Hertfordshire or Brighton and Hove required

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

- Work with local professionals (GPs, Dietetics, Public Health Nursing, Family Centres, and community based services) to raise awareness of services and increase referrals into our service
- Support management to develop pathways with local stakeholders
- Deliver presentations to local stakeholders to update on upcoming services
- Attend local networking meetings to promote services and identify services available to signpost and refer participants to
- Liaise with management to regularly review targets and KPIs for services
- Update the recruitment and #hertshealthheroes and Brighton database with new contacts
- Keep detailed records of interactions/meetings with stakeholders
- Lead weekly internal recruitment meetings and report outcomes to management
- Work with local stakeholders to understand service updates and report these to BeeZee Comms lead for #hertshealthheroes and Brighton newsletter
- Work with BeeZee Marketing Team to produce resources to promote programmes
- Analyse referral data and produce monthly progress reports
- Explore partnership and coproduction opportunities with stakeholders
- Attend weekly team meetings to update the team on referral progress
- Support the team to achieve contract aims
- Undertake other relevant work as required by BeeZee Bodies

## 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
- 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

## Experience

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



Experience of working with health or social care professionals or stakeholders



Experience of presenting to large groups or chairing meetings



Experience of building and maintaining partnerships



Knowledge of Hertfordshire or Brighton and local services



## 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



Strong observation, analytical and listening skills.



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
<b>Personal Attributes</b>		
Confident, self motivated,passionate,flexible,adaptable and creative.	♥	
Seeks self improvement		♥
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	♥	
Drive and have own car (Hertfordshire only)	♥	

## 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?
- How do you meet the criteria listed above (please refer to all criteria using examples)
- Why would you want to work at BeeZee Bodies?
- What would be the first thing dogs would say to their owners if they could talk?

The closing date for this post is **Friday 1st October 2021** with interviews taking place the following week. The interview process involves 3 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)

