

Engagement Officer

Bristol, UK

We are looking for someone who loves talking to people! If you are a great connector, ideally living in Bristol, and are looking for a role where you can help us connect up the dots (the 'dots' being people and organisations) to provide meaningful, healthy lifestyle support to local people, then we can't wait to hear from you. P.S. you don't have to be a specialist in health and wellbeing, just a real people-person who shares our values:

- 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. You will also work with local people to understand how we can provide services that meet them where *they* are and help them to achieve *their* goals, sustainably. You will work with our central team and a local Behavioural Insights Officer to help us understand how to tailor services to meet the needs of local people and help our commissioners understand what we should be doing in the longer term to help empower people to be the healthiest, happiest version of themselves.

Title, dosh, hours

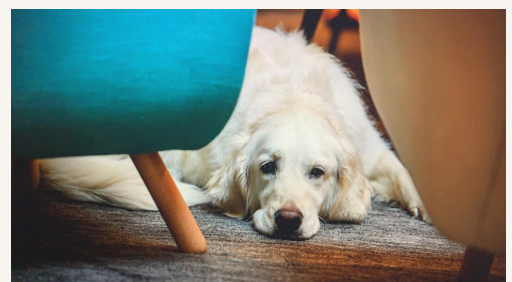
- JOB TITLE** BeeZee Bodies Engagement Officer
- HOURS** 40 hours per week (Flexible arrangements and PT considered)
- SALARY** £22,000 to 24,000 per year
- LOCATION** Home/Community working with hot-desking across Bristol

What will you do if you get the job?

- Work with local professionals (GPs, Dietetics, Public Health Team, local organisations and community services and groups) to raise awareness of services and increase referrals into our service
- Work with the public to understand strengths and barriers they face and support the tailoring of services to best meet them where *they* are
- 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
- Keep detailed records of interactions/meetings with stakeholders
- Contribute to weekly internal recruitment meetings and report outcomes to management
- Work with the Behavioural Insights team to help iterate our approach to meet the needs of people in Bristol (professionals and the public)
- 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 and insight 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 an annual training week (connect with others and learn!)
- We believe in supporting your development so want to help develop your skills with regular and diverse CPD
- Innovative work spaces 4.8 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 groups or chairing meetings



Experience of building and maintaining partnerships



Knowledge of Bristol and local services



Skills

Empathy combined with a genuine desire and commitment to improve the quality of the lives of the local people



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



Speaks other languages



Essential

Desirable

Personal Attributes

Great with People - actually enjoy meeting new people!



Confident (as much as any of us a really confident!), self motivated, passionate, flexible, adaptable and creative.



Seeks self improvement



Able to respond positively to new situations



Ability to understand and meet targets and deadlines, able to learn and assimilate new information.



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 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

- 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 24th September 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



GOOD LUCK!