

# Adult Disabilities Service Manager

Birmingham, UK

We are expanding our award winning Weight Management Services into Birmingham, funded by national government. The projects will focus on helping empower adults with disabilities (including visual impairments) and learning disabilities to be healthier and happier. We want to work with local people together, to learn: what they care about, what matters to them, what barriers they face and what strengths they have as individuals, families and communities.

**We are looking for a passionate person to manage these services, and be responsible for supporting a team in Birmingham to develop and deliver great services to adults with disabilities and learning disabilities.**

## Our Values

<b>BE REAL</b>	We are genuine, authentic, transparent, and have integrity
<b>BE PASSIONATE</b>	We are who we are and won't hide our passion for what we do
<b>BE INNOVATIVE</b>	We are creative and love to explore new ideas
<b>BE EMPOWERING</b>	We are supportive and help people to make great choices
<b>BE COURAGEOUS</b>	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 Birmingham.

You will be managing a team of nutritionists, dietitians and wellbeing coordinators, delivering a suite of programmes, supporting adults with physical disabilities, visual impairment or learning disabilities to maintain healthy lifestyles.

You will work with local partners including the local authority public health team, healthcare professionals and third sector services to support individuals living in Birmingham to manage their weight, health and wellbeing. There will also be a piece of work involving co-production with professionals, carers and people living with physical and learning disabilities; to ensure that we develop the most effective, evidence-based services possible.

## The important stuff: Title, dosh, hours

<b>JOB TITLE</b>	LD Service Manager - Birmingham
<b>HOURS</b>	Full time (40 hours per week) including some evenings/flexi-time
<b>SALARY</b>	£35,000 - 40,000 per annum (dependent on experience)
<b>LOCATION</b>	Mixture of home working and office based in Birmingham

## 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 **people with learning disabilities, physical disabilities and visual impairments**'
- Manage a team of nutritionists/dietitians and wellbeing coordinators to deliver our services
- 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 meetings
- 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
- Provide quality assurance reviews for 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 and professional advice etc)
- Take part in our daily workplace health (everyone gets a 20min paid break)
- Quarterly away days and training week
- A personal CPD plan to strengthen your learning and development
- 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
- Tea, coffee and fruit on tap! Yum



## Criteria for this post:

Essential

Desirable

- We'd love this post to be filled by someone who lives in, or has great knowledge of the specific areas we are working in



### Experience

- Experience of managing teams
- Experience of managing and delivering key performance indicators
- Using data entry systems and entering data accurately and in line with confidentiality principles
- Experience of producing reports
- Experience of managing a budget
- Experience of working with and building relationships with stakeholders
- Experience of working with adults with disabilities or learning disabilities



### Skills

- A resilient, positive 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



## Personal Attributes

Essential

Desirable

- Confident (as much as any of us are confident!), self motivated, passionate, flexible, adaptable and creative
- 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 Birmingham



## Our policy:

Beezee Bodies is committed to being an inclusive employer, we welcome applications from the local community. BZ believe the greater the mix of people that work for us means the greater the mix of skills, experiences, perspectives and ideas we can be inspired by!

As an **inclusive employer** we:

- work to ensure our employees are representative of wider society
- develop policies and practices that guarantee people are treated according to their needs

**This role is subject to a full DBS disclosure.**

## 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 **Friday 12th November**, 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)