

Contract Manager

Hertfordshire, UK

We are looking for a new contract manager in our Hertfordshire team. This person will be responsible for supporting a team to delivery great services to children, young people and their families to help them to be happy and healthy

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?

The role will be responsible for mobilising and delivering BeeZee Bodies services in Hertfordshire

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 Hertfordshire 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

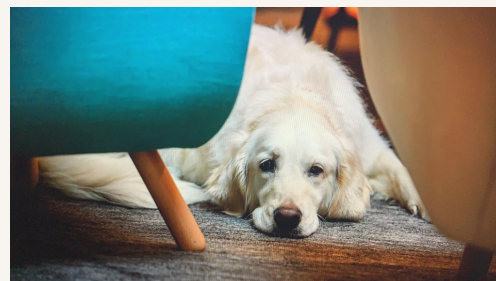
- JOB TITLE** Service Manager - Hertfordshire
- HOURS** Full time (40 hours per week) including some evenings/flexi-time
- SALARY** 28,500-30,000 per annum
- LOCATION** Mixture of home working and office based in Hertfordshire

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
- Manage a team of nutritionists and wellbeing coordinators to deliver our services - BeeZee Families, BeeZee Lite and BZ Live
- 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 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

- 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



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



Essential

Desirable

Personal Attributes

- 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 Hertfordshire



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

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?
- 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

