

Teen Programme Coordinator

Hertfordshire, UK

We are looking for a Teen Programme Coordinator to join our Hertfordshire team. If you want to support Herts teens 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:

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?

In two words: Helping people! You will be part of a dynamic team who deliver 1-1 and group services to support teens and work with them to develop a personal plan, which may include changing their habits, increasing activity, seeking support that is bespoke to them and signposting them to partner organisations.

We are particularly looking for local people who want to support their communities and the young people within them.

The important stuff: Title, dosh, hours

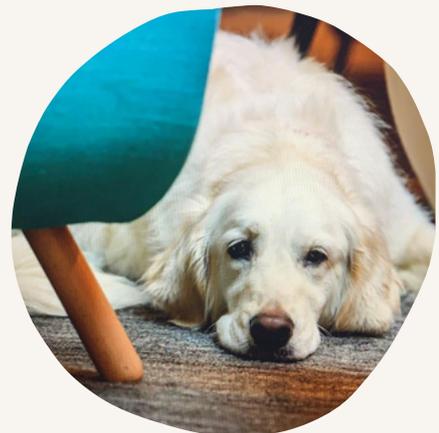
- JOB TITLE** Teen Programme Coordinator
- HOURS** Full time (40 hours per week)
- SALARY** £21,000 per annum FTE
- LOCATION** Office based in Hertfordshire but working in community centres across the city and some from home

What will you do if you get the job?

- Support both the delivery and production of the teen's intervention
- Empower children, young people and families from inactive and hard to reach populations to change their behaviours by adopting a healthier lifestyle
- Use different social media platforms to attract target community groups (with the support of our marketing team)
- Help co-ordinate the teen programmes to ensure the involvement of young people in the design and implementation of any campaigns or services we develop together
- Help build partnerships with stakeholders and other related organisations
- Support teens on BeeZee Families face to face sessions and work with them individually when required
- Co-ordinate and book venues for teen programmes
- Co-ordinate and book sport coaches for the teen's programmes
- Support families and teens by referring and signposting to local services, events and activities
- Help us achieve our contract aims
- Input data and manage caseload of families/teens using our online data system
- Contribute towards a positive working environment, sharing and applying new ideas
- Adhere to professional practice standards and legislation, including confidentiality, safeguarding equality, diversity and inclusion policies
- Undertake other relevant work as required by BeeZee Bodies

Why is it great working at BeeZee Bodies?

- Have work that is meaningful and helps change peoples lives for the better
- Be part of a 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 when they need to
- Take part in our daily workplace health (everyone gets an extra 20min paid break)
- Attend quarterly away days and training week
- Develop your skills with regular and diverse CPD
- Be part of our Pension scheme
- Have access to our bike to work scheme
- Monthly 1-1s with your line manager
- Innovative work spaces with standing desks
- 4.8 out of 5 Glassdoor.co.uk Rating
- Free tea and coffee



Criteria for this post:

To be successful in this role you will need to be able to commute to the Hertfordshire office and be able to deliver the evening sessions on site.

Qualifications

A relevant qualification in youth/community work, wellbeing or health

Essential

Desirable



Experience

Experience of working with young people (aged between 12-17)



Experience of working on events involving young people



Experience of designing and delivering engaging sessions for young people



Skills

Excellent communication skills with the ability and confidence to establish positive relationships with young people and motivate them to participate in activities and projects



Excellent organisation skills, ability to prioritise workload, anticipate needs and work on own initiative as part of a high functioning team



IT Literate with a good working knowledge of Microsoft Office



Able to travel around Hertfordshire



Strong ability to develop and maintain strong relationships with other organisations



Personal Attributes

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



Have a creative approach to others' ideas and work with the team to implicate them



Willingness to adapt to challenging environments



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



Patience, tolerance and flexibility for working on an emergent project



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

- 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 **23rd June 2022** with interviews taking place the following week.

If you have any questions, please email recruitment@beezeebodies.co.uk

GOOD LUCK!