

BZ Live Manager

Home Based, UK

We are looking for a passionate and energetic person to manage our central BZ Live Team! This person will be responsible for leading the BZ live delivery team and coordinating the BZ live interventions across the organisation

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?

This role will be responsible for managing the BZ Live programme, including line managing the team who are delivering the interventions, data collection/analysis and overseeing the systems and processes involved in delivering the programme and giving the end user a great experience.

This person will work closely with the contract managers and Leadership teams to ensure we are collecting relevant data from participants at all necessary time points, producing reports and meeting key performance indicators for multiple contracts.

They will ensure the quality of the online interventions and content and work with the insights team to update information inline with evidence and feedback

The important stuff: Title, dosh, hours

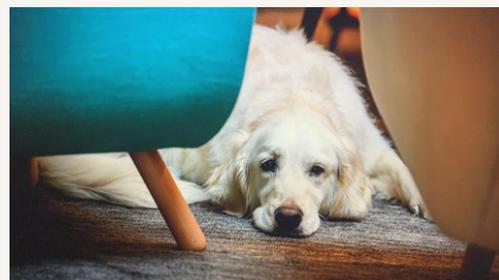
- JOB TITLE** BZ Live Manager
- HOURS** Full time (40 hours per week) including some evenings/flexi-time
- SALARY** 28,500-30,000 per annum
- LOCATION** Mainly home working-option to hot desk in any of the BZ offices- Hertfordshire, Birmingham, London, Gloucester or Brighton

What will you do if you get the job?

- Line manage a team of nutritionists who will deliver the webinars and follow up nutritionists who will support participants as part of the intervention
- Work with the contract managers to agree a delivery schedule that meets the space allocation required by public health contracts is met
- Ensure the platform for delivery is set up properly and delivers expected outcomes
- Oversight of our CRM- DCRS, ensuring all data is collected, processed and stored correctly
- Provide reports for Leadership team and contract managers on programme outcomes
- Quality assurance on delivery styles and content
- Regular checks to ensure complete data sets
- Work alongside the Service Development Manager and Referral Hub manager to ensure questionnaire and report data is collected at the correct times
- Attend and provide data for weekly manager meetings
- Manage contract budgets
- Ensure staff are adhering to policies and procedures (e.g safeguarding, health and safety, equality and diversity, data protection etc)
- Providing quality assurance reviews for staff
- Support the delivery of the Dreyfus assessments and create CPD and training plans for each member of staff
- Any other tasks defined by the SLT that link to this role or support the organisation as required

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 in addition to lunch break)
- Away days and training week
- We believe in supporting your development so want to help develop your skills with regular and diverse CPD
- 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

Qualifications

Relevant Degree or Level 4 qualification in any of the following; Community work, Education, Health, Youth work or Social work, or equivalent experience



Experience

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



Experience of managing teams



Experience of managing and delivering key performance indicators



Experience of using and managing a CRM



Using data entry systems and entering data accurately and in line with confidentiality principles



Experience of analysing data and producing reports



Experience of managing a budget



Experience of project management



Experience of working with and building relationships with partnership organisation



Skills

A resilient, non-judgmental, sensitive 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 in English with excellent spoken English



Essential

Desirable

Personal Attributes

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



Able to respond positively to new situations, a can-do attitude



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 Manager away days



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 DBS check

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 **7th October 2022** with interviews taking place the soon after.

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



GOOD LUCK!