

Alliance Coordinator

Hounslow, UK

We are looking for a full time Alliance Coordinator to join our Hounslow team.

As the Alliance Coordinator, you will be the liaison between each of the four London Borough of Hounslow Public Health Alliance members. You will be responsible for building and retaining strong connections and communications between the services within the alliance whilst maintaining a clear understanding of the alliance vision and community impact. In this role you will develop a strong knowledge base and understanding of multidisciplinary public health teams.

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 BeeZee 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

Hounslow Alliance Values

The service aims to integrate health and wellbeing prevention to provide greater positive health impact on the lives of our residents, particularly targeting those who will benefit most and reduce health inequalities.

The Hounslow Integrated Health and Wellbeing Service is designed to function as an Alliance. The ambition of Alliance is to bring together providers who are experts in delivering lifestyle services, to form a strategic collaborative partnership to deliver a single outward facing integrated health and wellbeing service.

Success is judged by the performance of the Alliance overall, rather than the performance of single organisations within it. The Alliance therefore is reliant on high levels of trust across its relationships, because shared responsibility drives improvement, innovation and efficiency.

BeeZee Bodies are commissioned by the London Borough of Hounslow commissioners to support delivery of a county-wide Integrated Healthy Lifestyle Service. These services are delivered utilising the Alliance brand locally.

The Alliance will deliver the following:

- MoreLife will provide lifestyle services such as health and wellbeing coaching, stop smoking sessions, and support for healthy eating.
- Lampton Leisure will provide community physical activity sessions and exercise on referral.
- BeeZee Bodies will provide weight management support for children and adults in Hounslow.
- Richmond Community Healthcare NHS Trust in partnership with Feltham & Bedfont Primary Care Network will also provide a health outreach service to proactively tackle cardio-vascular disease by bringing NHS Health checks, health coaching and more to parts of our Borough where access to healthcare is a challenge.

The important stuff: Title, dosh, hours

JOB TITLE	Alliance Coordinator
HOURS	Full-time (37.50 hours per week)
SALARY	£32,000 per annum, inclusive of London Weighting
LOCATION	Office based in Chiswick, with travel around Hounslow

What's the role?

Project and Programme Management

- Review KPIs and outcomes for overall alliance and individual organisation to understand how alliance will work together
- Plan, organise and prioritise a range of tasks and activities to coordinate alliance working, setting milestones and identifying activity owners within the alliance
- Monitor and track alliance progress against plans, adjusting if targets are not met, and providing recommendations for adjusting plans to the alliance board
- Record, monitor and follow up risks and issues in a timely manner, escalating to the alliance board where required
- Provide updates to contract/service managers/key contact, which can be shared across wider team and member organisations.

- Ability to present data in a clear and easily understood format – both verbally and in writing.
- Coordinating alliance members – facilitating full and equal engagement from all
- Attending alliance members team meetings to stay up to date with progress
- Co-locate with alliance members to stay connected
- Attend local meetings alongside the partnership engagement lead to understand community level engagement and present progress of the alliance at local network meetings
- Support alliance to enact continuous development and improve outcomes through data and insight

Planning and Organisation

- Plan and organise alliance board meetings, including coordinating attendance and venue booking
- Coordinate Chairing responsibilities with Alliance Engagement and Communications Officer
- Accurately take and transcribe formal minutes from alliance board and related meetings, distribute agendas and ensure appropriate paperwork is available at meetings as required.
- Follow up and ensure appropriate action is taken following the meeting and being available for support if actions are unclear

Communications

- Support communication between alliance members to maintain strong working relationships
- Review individual alliance member reports and use information to create alliance report
- Work alongside the commissioner to ensure their vision is met
- Develop and issue regular communications about the work of the Alliance, directly to Hounslow community (including partners and stakeholders)
- Maintain confidentiality and discretion, dealing with sensitive information
- Contribute to a positive team mindset with colleagues across the Alliance
- Maintain an understanding of Hounslow population-working alongside commissioners and alliance partnership engagement lead to ensure we are closely linked to relevant local stakeholders
- Work closely with the Alliance Engagement and Communications Officer
- Protecting and maintaining the alliance vision

Criteria for this post:

Qualifications

Essential

Desirable

Relevant degree, professional qualification, or equivalent experience



Understanding of Hounslow / local authority / health structures and policies



Experience

Experience of coordinating/leading a project from start to end



Experience working across multiple organisations and sectors



Experience of service improvement delivery



Experience of working within health and social care



Skills

Developed interpersonal skills and skills for communicating complex information



Strong oral and written communications skills in a politically sensitive environment



Ability to data analyse, interpret, and present data



Ability to form excellent relationships with a wide stakeholder base



Excellent organisation skills and abilities



Demonstrated capability to plan over short, medium, and long-term timeframes and adjust plans accordingly



Skills

Essential

Desirable

Ability to produce comprehensive reports



Ability to accurately take and record meeting minutes



Ability to work on own initiative, proactively undertaking tasks to support projects



Ability to coordinate and deliver projects to timescales and within resource constraint



Able to manage competing demands and priorities in a changing, complex environment and is personally resilient

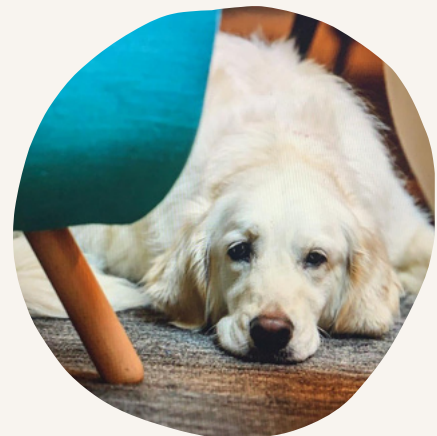


Competent IT skills including comprehensive knowledge of Microsoft Office apps (Word, Outlook, Excel, Powerpoint)



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
- Take part in our daily workplace health (everyone gets an extra 20min paid break)
- Develop your skills with regular and diverse CPD
- Be part of our Pension scheme
- 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, coffee and fruit (yum!)



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 and a covering letter with your answers to the four questions below 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 **30th March 2023** with interviews taking place soon after.

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

GOOD LUCK!