

BZ Live Administrator

Hertfordshire, UK

We are looking for a strong administrator to support the BZ Live team. If you are an excellent communicator who is meticulous with data then we want 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?

As the remote administrator for the team you will be providing back end support for the webinars and capturing, verifying and processing the relevant data in the DCRS system.

You will be responsible for the parent mail, ensuring the workbooks are sent out to all participants on time and reviewing the resource emails that are issued to families.

We are looking for someone who cares about supporting families and young people be their best selves!

The important stuff: Title, dosh, hours

- JOB TITLE** BZ Live Administrator
- HOURS** Part-time (18.75 hours per week) including some evenings and one day per week in the office
- SALARY** £21,225 per annum FTE. Fixed Term Contract to 1st June 2024.
- LOCATION** Mixture of working at home and working at our office in Hatfield, Hertfordshire

What will you do if you get the job?

- Support the production of the BZ Live Webinars
- Backend webinars by taking registers, helping with any technical issues, sending out links in the relevant whatasapp group or over email and support anyone who is struggling to gain access
- Help with data collection for all participants and ensure that the DCRS is up to date and accurate
- Help co-ordinate the programmes to ensure the involvement of young people in the design and implementation of any campaigns or services we develop together
- Help us achieve our contract aims
- Input data and manage caseload of families using our online data system
- Work closely with the Referral Hub team to ensure all participants information is up to date and the BZ Live team has the required data
- Manage the parent mail process, making sure workbooks are sent out on time and reviewing the resource emails that are sent to participants
- Manage and organise packs to be posted to participants
- 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 polices
- Manage workload and nutrition queries effectively and independently
- 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
- 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
- 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:

Essential

Desirable

Experience

Demonstrable experience using CRM systems



Experience in data management



Skills

Excellent communication skills



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



Excellent IT skills and highly proficient in Microsoft Office especially Excel and Teams



Strong analytical skills



Able to work cross functionally effectively



Able to form strong relationships with stakeholders



Meticulous in detail when handling and processing data



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



Able to prioritise own workload and work effectively autonomously and as part of a team



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 **7th June 2023** with interviews taking place the following week.

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

GOOD LUCK!