

# Wellbeing Coordinator

Remote, UK

We are looking for a Wellbeing Coordinators to join our BZ Live team. This is an exciting project if you want to help families, young people and adults become happier and healthier.

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! More specifically, we are looking for Wellbeing Coordinators to support families to make healthy changes.

You will be part of a dynamic team who deliver 1-1 and group services to support families and adults, working 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.

## The important stuff: Title, dosh, hours

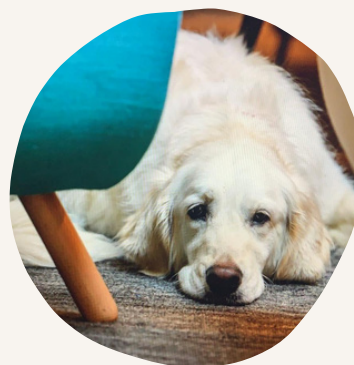
- TITLE** Wellbeing Coordinator
- HOURS** Full time (37.5 hours). 2-3 evenings a week required (flexi-time hours)
- SALARY** £22,651 per annum FTE
- LOCATION** Mainly working from home with the option to hot desk in any of the BZ offices - Hertfordshire, Birmingham, London or Gloucester

## What will you do if you get the job?

- Support the recruitment of individuals to the interventions by working with key local stakeholders
- Help to refine existing programmes and develop new content in line with evidence, co-production and sound underpinning theories
- Empower families and adults in both a 1-1 and group environment to understand their needs and co-create a family plan with them that supports their health and wellbeing through our brief intervention programme
- Be part of a team that delivers the award winning BZ behaviour change and weight management programme
- Help us create a database of local and national support available for families
- Support families and adults by referring and signposting to local services, events and activities
- Ensure families and adults continue to make and maintain healthy changes after their experience with us
- Support the delivery of training for professionals and the delivery of BeeZee Masterclasses
- Co-ordinate the booking of venues and physical activities interventions
- Help us to achieve our contract aims and support local families
- Support the back-ending of our BZ Live webinars
- Input data and manage caseloads of families using our online data system
- Contribute to a positive working environment to help the team thrive and innovate and use new ideas (a good sense of humour is a must!)
- 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)
- 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:

### Qualifications

AFN registered degree in Nutrition or HCPC registered degree in Dietetics with portfolio evidence of continuous professional development

Essential

Desirable



### Experience

Experience of working with families, young people or adults



Experience of working in the field of Community Nutrition



Experience of facilitating a group (can be any setting)



Experience of having to prioritise caseload / manage own time effectively



Experience with data management and CRM systems



### Skills

Excellent oral and written communications skills with people from a wide variety of backgrounds



Good presentation skills and ability to conduct webinars



Good understanding of the principles of Confidentiality & Safeguarding



Fluent in English with clear spoken English



Excellent IT skills and Microsoft Office experience, especially Excel



### Personal Attributes

Good organisational skills and able to manage a complex caseload



Confident and self motivated with lots of passion



Ability to reflect and appraise own performance and that of others



A self starter, able to take initiative and prioritise own workload



## Our Policy:

BeeZee Bodies is committed to being an inclusive employer, we welcome applications from the local community. BeeZee 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](mailto:recruitment@beezeebodies.co.uk)

1. Where did you see this advert?
2. How do you meet the qualifications, experience and personal attributes criteria listed above
3. Why would you want to work at BeeZee Bodies and do this job?
4. What would be the first thing dogs would say to their owners if they could talk?

The closing date for this post is **25th May 2023** with interviews taking place soon after.

If you have any questions, please email [recruitment@beezeebodies.co.uk](mailto:recruitment@beezeebodies.co.uk)

**GOOD LUCK!**