

SEND Support Coordinator

Gloucestershire, UK

Do you have experience of working with people with special education needs and disabilities? We are looking for a passionate and energetic person to work with our community partners and support our participants on BZ Bodies interventions. The SEND support coordinator will be responsible for ensuring that those with additional needs has an excellent experience on our programmes. This is a great time to join our Gloucestershire team as we have a new five-to-eight-year contract, following our successful 3 year pilot. We have the opportunity to promote innovation and change, and co-produce community-based support with families so they can benefit from our weight management and behaviour change programmes, whilst embedding practice within communities.

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

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| 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?

You will liaise with key stakeholders, both internally and externally, to tailor healthy lifestyle content to children, young people and 18-25 year olds living with learning difficulties and/or disabilities across Gloucester. The role is an exciting part of the team and the post-holder will be able to lead, innovate and implement changes to support vulnerable clients and ensure they experience a quality service, with their individual needs met. It is known that those living with a learning disability are alienated from public health messages and experience poorer outcomes and a higher percentage of people with learning disabilities are classified as obese. The post-holder will be part of a team that is passionate about tackling this issue to bring improve accessibility and outcomes.

Supporting the community is at the heart of what we do at BeeZee bodies and we are looking for the post-holder to be able to motivate and build confidence in communities and carers so they feel empowered to support those living with SEND. The role is responsible for supporting participants to sign up to interventions and providing additional tailored support to ensure they get the most out of our programme. The role will include advocating and promoting our programme in local health, education, social and voluntary sector spaces to enable ongoing recruitment of new participants to our programmes, whilst promoting BeeZee Bodies through connections in the community.

The important stuff: Title, dosh, hours

JOB TITLE	SEND Support Coordinator
HOURS	Full time 37.5 hours per week including 2-3 evenings/flexi-time, Part-time hours will also be considered
SALARY	£24,000 per annum FTE
LOCATION	Office based in Gloucester initially but may be community centre based with travel across Gloucestershire required – must be able to drive.

What will you do if you get the job?

- Engage with already existing support groups across Gloucestershire and assist them to deliver healthy lifestyle content to children, young people and 18-25 years olds with special education needs and/or disabilities.
- Lead, develop and implement to ensure high quality learning support is provided
- Work with us to adjust our resources to be appropriate for a variety of audiences
- Take calls from professionals to receive referrals
- Provide overviews of the interventions and support BZ Bodies can provide
- Process online sign-ups using our CRM
- Communicate with participants via their preferred communication method
- Triage participants and ensure they receive a great first impression
- Set up registers for delivery team
- Support families and send contact up until the start of the intervention so participants stay engaged
- Complete questionnaires with participants pre and post programme and adjust this content to their individual needs
- Check in with participants
- Work with local professionals to raise awareness of services and increase referrals into our service
- Work with local communities to increase engagement with BeeZee Bodies and help support co-production of services
- Support management to develop pathways with local stakeholders
- Attend local networking meetings and deliver presentations to local stakeholders to update on upcoming services
- Innovate and promote change in our processes to improve on existing systems
- Support the smooth running of face-to-face delivery sessions

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)
- We believe in supporting your development so want to help develop your skills with regular and diverse CPD
- Innovative work spaces
- 4.1 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

Experience

Experience in working in the health, education, social care or counselling industry



Lived experience of living/working with people with special education needs and/or disabilities



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



Experience of working with children and young people



Experience of working in a customer facing role



Experience of working with people living with disabilities or those with complex needs



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



Experience of managing customer concerns or issues



Experience of presenting to groups



Skills

Essential

Desirable

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



A personable, non-judgemental and sensitive approach to communicating with the public



IT literate especially excellent working knowledge of Microsoft Office



Excellent data processing and data management system skills



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



Able to carry out your roles and responsibilities whilst holding a complex caseload



Fluent in English with excellent spoken English



Personal Attributes

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



Excellent attention to detail



Curious and has academic interest in exploring a field where minimal evidence is available



Motivational and ability to give feedback to staff or carers to improve performance



Able to respond positively to new situations



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



Drive and have own car



Based in Gloucestershire or able to commute to the area



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?

This is an rolling job advert and will be closed when we have suitable applicants, and so be sure to apply as soon as possible to be considered.

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

GOOD LUCK!