



Colleague Engagement Manager – Job Profile

Lifeplus manufactures and distributes high quality nutritional supplements direct to customers and generates new sales through referral by its independent Associates. Those Associates in turn receive a commission or bonus for the volume of business they generate based on a layered commission structure.

We are an established and successful international business with great ambition and a team of enthusiastic people who are all dedicated to moving the business forward. Lifeplus Europe, as the name suggests, specifically supports customers throughout Europe and delivers our products direct to consumers throughout the region.

Reporting directly to the Head of HR you will be responsible for leading the colleague engagement initiatives across the company. We'll rely on you to champion our values and ensure that all our people and culture related activities are focused on supporting our people and ensuring that they have fulfilling careers at Lifeplus.

With over 320 colleagues from over 20 different countries you will need to be able to work in a fast paced environment and demonstrate a "can do" approach to any challenges. Self-motivated, enthusiastic & positive, continually seeking innovative ways to promote engaging ideas and solutions, the successful candidate will play a key role in delivering a high standard of initiatives which enhance the colleague experience from their initial first interview all the way through a colleagues working life cycle.

Lifeplus feature in the 2019 "one to watch" listing in the Best Companies engagement survey results, so there is an excellent opportunity for the right candidate to build on these results.

The Colleague Engagement Manager will be responsible for;

- Leading future improvements in colleague engagement at Lifeplus; developing and delivering a programme of colleague engagement activities across the company and championing dialogue around engagement.
- Working closely with other senior management and other stakeholders to build strong relationships and unite colleagues around the organisation's vision and values.
- Working in partnership with our Heads of Department to ensure our people live by our values and act as ambassadors for our brand.
- Monitoring, reviewing and reporting on colleague engagement for leaders across the business to help understand engagement in their area and areas of focus.
- Planning and facilitating colleague forums across the business to aid the formulation of relevant action plans to improve engagement in each area.
- Champion greater cross-departmental collaboration. Design and deliver people engagement strategies, focused upon driving positive engagement outcomes.
- Support the L & D Manager to delivery "on brand" training that is aligned to the engagements strategy.



- Develop and deliver an internal communications strategy that engages colleagues and promotes the organisation's vision and values.
- Manage and deliver the monthly internal newsletter.
- Plan and deliver a colleague incentive programme across the organisation in conjunction with key stakeholders.
- Driving our engagement survey; managing the submission process and ensuring that the feedback is reviewed, prioritised, agreed and acted upon and becomes part of the people agenda.

Required skills and experience

- 5 years+ experience as an Engagement Manager who is able to think strategically but is also able to roll up their sleeves when necessary.
- The ideal candidate will have previous experience in organisational culture, diversity and inclusion, EVP and employer branding.
- Proven ability of bringing fresh ideas, passion, energy and motivation to an organization.
- Able to demonstrate development and implementation of successful engagement campaigns and initiatives, with outcomes that were measured.
- Demonstrable understanding of communications techniques coupled with the ability to evaluate, influence and champion engagement.
- Assured, confident individual who is able to win people's commitment and buy-in.
- Excellent written communication skills; an ability to prepare and proof read materials is essential. Strong computer literacy, particularly in MS Word and PowerPoint.
- The ability to work with detailed data and present clear and engaging analysis of the findings to different audiences. Diligent with attention to detail.
- Ability to demonstrate strong organisational and project management skills.
- Must have the ability to work unsupervised and on their own initiative and also as a key part of a team towards achievement of shared objectives.
- Experience of facilitating workshops & focus groups for colleagues at all levels.
- Previous experience of engagement surveys.
- A natural collaborator, able to influence senior management, and connect with and communicate effectively with colleagues of all levels.
- Excellent organisational and time management skills, with ability to deliver high quality work under pressure.
- Flexible and mobile and prepared to travel across our 3 sites in Cambridgeshire and Bedfordshire with international travel as necessary.



What we offer you:

- Rewarding salary packages Contributory pension scheme of up to 5%
- Opportunity to buy & sell holiday
- Gym membership discounts
- Contributory hospital and health cash plan
- Discounts at leading brands and retailers
- Life assurance
- Relocation support package for anyone located 50 miles or more from Lifeplus House.
- Cycle2Work scheme
- Social events organised by our social committee
- Eye care vouchers
- Free Lifeplus nutritional and personal care products at work

The responsibilities and attributes listed above is indicative it is not exhaustive and is not designed to limit or inhibit the way we work or how the role develops. This is intended to be a fluid document and indicates how we currently see the role.

- *Please note: The successful applicant will be required to undertake a criminal record check.*
- *Please advise us in advance if you have any special requirements if you are asked to attend an interview.*

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