

## JOB DESCRIPTION

### Smoking Cessation Coordinator

#### MAIN PURPOSE

The Smoking Cessation Coordinator key responsibilities are to coordinate the stop smoking service and to support all tobacco control initiatives to reduce prevalence and meet the needs of the local Cambridgeshire and Peterborough smoking population.

- ✓ Provide a leadership role in service planning, development, implementation and coordination of the stop smoking service
- ✓ To develop and coordinate a team of Stop Smoking Practitioners to ensure they provide evidence based effective stop smoking interventions to Cambridgeshire and Peterborough residents
- ✓ To take accountability and responsibility for KPIs and ensure weekly/monthly updates are provided to the Service Manager
- ✓ To lead the implementation of a robust training and mentoring programme which includes a schedule of training at level 1, 2 and update training for all subcontracted providers and partners
- ✓ To support the delivery and coordination of the smoking prevention programme within identified Cambridgeshire and Peterborough Secondary Schools and their feeder schools
- ✓ To represent the integrated lifestyle service at the Cambridgeshire and Peterborough Tobacco Control Alliance and lead on all activity associated with the alliance

#### SUMMARY OF RESPONSIBILITIES AND DUTIES

- ✓ Support the Service Manager and Locality Managers to ensure the service is of high profile and there is strong awareness in relation to the referral pathway to access the service
- ✓ Actively involved in the promotion and advertisement of the stop smoking service as well as all other services within the contract.
- ✓ To support the stop smoking team with their professional development ensuring audits and observations are scheduled regularly
- ✓ To support local Primary Care Networks with their smoking cessation projects and initiatives
- ✓ To support both Cambridgeshire County Council and Peterborough City Council to implement additional tobacco control projects and initiatives across the two areas
- ✓ To meet internal and external performance management requirements including weekly, monthly and quarterly reporting targets for a variety of measures.
- ✓ Line manage a team of Stop Smoking Practitioners and be responsible for supervision and day to day management of defined staff groups.
- ✓ To support the Stop Smoking service functionally by providing support to individuals to develop stop smoking plans and support behaviour change.
- ✓ Identify and engage with individuals from agreed target groups and communities to facilitate communication regarding promoting their health and wellbeing, and the Stop Smoking service.

- ✓ Develop and maintain relationships with individuals who are experiencing the greatest inequalities in health and provide information to individuals about the relationship between behaviours and health.
- ✓ To liaise with key partner organisations such as, work places, community organisations, community centres to promote and embed Stop Smoking services within these settings.
- ✓ To work and be based in the local community to identify local leaders, champions and advocates, to ensure that the service develops in line with local need and is embedded in the local community.
- ✓ Support the service's volunteer engagement strategy and encourage local volunteer health champions and ambassadors for the service.
- ✓ To champion and adhere to processes and procedures to identify and strive for continuing improved quality throughout the patient's pathway, together with robust data management.
- ✓ Take an active part in developing own knowledge and skills of others by mentoring, supervision and review.
- ✓ Be an ambassador within the multidisciplinary team in raising aware of smoking cessation and the importance in providing targeted work to deprived communities
- ✓ Be compliant with all relevant policies, procedures and guidelines, including the appropriate code(s) of conduct associated with this post; maintain awareness of safeguarding issues, report and acting on concerns in accordance with Everyone Health and Local Authority policies and procedures.
- ✓ Take responsibility for own CPD and participate in Everyone Health's induction, training and continual professional development as required; recognise and work within own competence and professional code of conduct.
- ✓ Prioritise, organise and manage own workload in a manner that maintains and promotes high quality.
- ✓ Deliver outstanding patient care, demonstrating empathy, understanding, attention to detail, and a commitment to delivering a quality service.
- ✓ Ensure that commitment to equality and diversity is reflected at all stages of project planning, delivery and evaluation, in line with agreed service standards.
- ✓ Develop and maintain relationships with individuals and groups who are experiencing the greatest inequalities in health and provide information to individuals about the relationship between behaviours and health.
- ✓

## PERSON SPECIFICATION

### 1. SKILLS & ABILITIES

- ✓ Excellent written, verbal, non-verbal communication and presentation skills
- ✓ Understanding of harmful effects of smoking, smoking as an addiction behaviour, withdrawal and relapse
- ✓ Clear understanding of the range and appropriate use of different smoking cessation interventions
- ✓ Computer literate – ability to maintain and monitor information systems in line with the national minimum dataset and adapt to reflect local needs.
- ✓ Able to plan and organise a number of complex activities and programmes
- ✓ Able to take specific deliverables and use appropriate policies, principles and guidelines to ensure successful delivery.
- ✓ Allocate work and provide overall line management and day to day supervision to staff employed in a variety of settings across Cambridgeshire and Peterborough
- ✓ Supportive and encouraging to people in difficult (sometimes frustrating) situations.
- ✓ Flexible and adaptable approach to working.
- ✓ Value and respectful of other people – regardless of background or circumstances.
- ✓ Able to respect confidentiality.
- ✓ Good empathy skills.

## 2. KNOWLEDGE

- ✓ Sound knowledge of challenges to achieving health improvement amongst vulnerable and deprived communities.
- ✓ Sound knowledge of application of behavioural change theoretical principles, to facilitate, motivate and empower individuals / local communities to make substantive and sustainable behaviour change
- ✓ Knowledge of community engagement principle
- ✓ Good knowledge and understanding of mental health issues, including SMI.
- ✓ Sound knowledge of delivering smoking cessation interventions and advising on smoking cessation to special populations.
- ✓ Knowledge of NICE guidance, NCSCT and PHE standards relating to the treatment of smoking cessation
- ✓ Knowledge and understanding of current GDPR regulations, the Patient Confidentiality & Data Protection Acts and Safeguarding

## 3. EXPERIENCE

- ✓ Minimum of 2 years' experience working in smoking cessation programmes across a range of service settings, including community, primary care and in patient setting
- ✓ Experience of developing effective relationships with key stakeholders
- ✓ Experience of providing health promoting initiatives/services in the local community
- ✓ Experience of supervising staff
- ✓ Experience of writing reports, procedures, policies and health promotion communications for wide circulation.
- ✓ Experience of recruiting and developing new teams
- ✓ Experience of working with targeted communities
- ✓ Experience of providing 1-1 and group support

## 4. QUALIFICATIONS

**Essential:** Educated to degree level in a relevant subject (or equivalent experience gained during vocational career)

**Essential:** NCSCT Accredited Stop Smoking Practitioner

**Desirable:** Public Health or community service management qualifications (or equivalent).

**Desirable:** RSPH level 2 in Understanding Behaviour Change and/or Understanding Health Improvement

## 5. SPECIAL CONDITIONS

- ✓ Highly motivated self-starter with resilience, determination and the ability to see jobs through to completion.
- ✓ Role incorporates evening / weekend working, with variable levels of travel across Cambridgeshire and Peterborough
- ✓ Full UK Driving licence and access to a car for work- with 'business purposes' insurance.
- ✓ Evidence of a personal commitment to continuing professional development and to maintaining an up-to-date professional knowledge supporting the development of business within the company.
- ✓ This post involves working with vulnerable adults and as such the post holder will be required to apply for a disclosure of criminal records at an enhanced level (DBS).

## **6. SAFEGUARDING**

**Everyone Health Ltd is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.**