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**Stop Smoking Co-ordinator - Warwickshire**

**JOB DESCRIPTION**

**MAIN PURPOSE**

The Stop Smoking Service Co-ordinator’s key responsibilities are to be a senior practitioner within a team of virtual smoking practitioners, delivering a virtual smoking cessation service across North Warwickshire. With the ability to develop, monitor and evaluate the Stop Smoking service delivery across the service.

* To take an active clinical role to deliver virtual smoking clinics and support the Stop Smoking team functionally by providing support to staff to develop Personal Health Plans and supporting behaviour change.
* Provide a leadership role in the development of the Stop Smoking Services
* To support the development of an engagement strategy, to target specific community groups, in particular those in areas of greatest need, to tackle inequalities in health through promoting and supporting people to develop healthier behaviour and lifestyle choices.
* To take accountability for KPIs and ensure weekly/monthly updates are provided in partnership with the data team.

 **SUMMARY OF RESPONSIBILITIES AND DUTIES**

**The Stop Smoking Co-ordinator will:**

* Support the Professional Leads to ensure the service is of high profile and there is strong awareness in relation to the referral pathway to access the service
* Ensure the Stop Smoking service delivery provides a consistent, continuum of support, aiding service users with navigation of their pathway / interventions.
* Be responsible for service development to raise the profile of the services within and across the local networks.
* Support the team to 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.
* To support the team to 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 in conjunction with the teams to develop key relationships with key partner organisations such as, work places, community organisations, community centres to promote and embed Stop Smoking services within these settings.
* To liaise with 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.
* 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.
* To take responsibility and accountability of delivery against an agreed set of KPIs
* To meet internal and external performance management requirements including weekly, monthly and quarterly reporting targets for a variety of measures.
* Be responsible for ensuring rigorous and regular data inputting to ensure accurate records are maintained in accordance with Everyone Health procedures, to ensure compliance with Information Governance and Data Protection in relation to patient information.
* Take an active part in developing own knowledge and skills of others by mentoring, supervision, and review.
* The post holder is expected to work within the requirements of the 6 C’s – Care, Compassion, Competence, Communication, Courage and Commitment.

**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 manage day to day supervision to staff employed in a variety of settings and localities.
* Supportive and encouraging to people in difficult (sometimes frustrating) situations.
* Flexible and adaptable approach to working.
* Sound interpersonal skills with proven ability to work effectively with all levels of colleagues, including effective partnerships with other agencies and service providers
* 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 principles
* 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 working in a multi-cultural setting with patients of different cultures, genders and ages.
* Experience of providing health promoting initiatives/services in the local community
* Experience of supervising staff.
* Experience of using behaviour change models within a work context.
* Experience of working to challenging performance targets and achieving excellent outcomes

**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**

* Ability to drive, with access to a ‘business insured’ car to travel across Warwickshire or to meetings.
* Evidence of a personal commitment to continuing professional development and to maintaining an up-to-date professional knowledge.
* This post may involve working with young people / 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.