**JOB DESCRIPTION**

**Swap to Stop Smoking Co-Ordinator / Community Engagement Insight Lead**

**MAIN PURPOSE**

The key responsibilities are to co-ordinate the launch of the Bristol Swap to Stop Smoking Scheme across Bristol City. The post involves provision of service, Swap to Stop and Quit Manager training, supporting delivery of the Swap to Stop scheme from non-specialist partners and Health Champions, ensuring robust pathways between community Swap to Stop partners and the service.

The post holder will work face to face in Bristol to develop and improve accessibility of the Swap to Stop Scheme through the pro-active promotion of the smoking cessation programmes, and referral pathways amongst primary and secondary care services, other key health care providers, allied professionals, community development initiatives, local agencies and the general public.

* Provide a leadership role in service planning, development, implementation, and co-ordination of the Swap To Stop Scheme
* Supporting and training staff in primary care settings
* Work to participate in all community networks of relevance developing trusted partnerships to promote the service
* Deliver Level 2 training with GPs, Pharmacies and Vape Shops to support and develop the community stop smoking and vaping offer
* Audit Quit Manager records to ensure correct information
* Attend community events regularly, lead on social media and engagement for the scheme
* Contribute to the planning, delivery and development of the Swap to Stop smoking service including specific project work.

**SUMMARY OF RESPONSIBILITIES AND DUTIES:**

**Tobacco Control:**

• Lead on engagement for linking smokers to the most effective interventions to quit, promoting the local offer to support Smoking cessation

• Boosting existing behavioural support schemes designed to encourage smokers to quit using the ‘swap to stop’ scheme

• Strengthening partnerships in local healthcare systems

• Engaging with and complementing the Stop Smoking offers in GPs, Community Pharmacy, Vape shops

• Carrying out prevention work within local settings

* Actively involved in the promotion and advertisement of the Swap to Stop service as well as all other services within the contract.
* To support local Primary Care Networks with their smoking cessation projects and initiatives
* To liaise with key partner organisations such as, work places, community organisations, community centres to promote and embed Swap to Stop 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**

* A commitment to continuous service improvement with expert insight into patients’ needs, so that all patients receive high quality care.
* 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
* Passionate about putting patients first and delivering a high quality service.
* Proven ability to relate, motivate and confidently engage individuals in activities and discussion as part of a group and in a 1-2-1 situations.
* Emotionally sensitive and empathetic to members of the public who wish to improve their health
* Ability to work independently and manage own work load; able to work effectively and supportively as a team member.
* Able to remain positive and constructive under pressure
* Sound interpersonal skills with proven ability to work effectively with all levels of colleagues, including effective partnerships with other agencies and service providers.
* Evidence of experience in embracing and implementing change to provide high quality health outcomes.
* Good presentation of self: enthusiastic, innovative and flexible. Self-motivated, committed and conscientious
* Excellent verbal and written communication skills in order to effectively communicate with a wide range of individuals including participants, colleagues and external partners.
* Ability to organise and run training sessions to promote the scheme
* Proven planning, organisational, timekeeping and evaluation skills.
* Ability to organise, monitor and check work to ensure no element of a task is left unfinished.
* Knowledge of maintaining records and monitoring system.
* Ability to use generic software packages.
* Be confident in the use of Microsoft Office packages including Word, PowerPoint, Excel and Outlook.

**2. KNOWLEDGE**

* Sound knowledge of challenges to achieving health improvement amongst vulnerable and deprived communities.
* Sound knowledge of delivering smoking cessation interventions and health checks to special populations.
* Knowledge of NICE guidance, NCSCT and PHE standards relating to the treatment of smoking cessation
* Knowledge and understanding of the Patient Confidentiality Act, Safeguarding and the Data Protection Act.
* Sound knowledge of application of behavioural change theoretical principles, to facilitate, motivate and empower individuals / local communities to make substantive and sustainable behaviour change
* Sound knowledge of the local area

**3. EXPERIENCE**

* 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 in working at events
* Minimum of 1 year experience working in smoking cessation programmes across a range of service settings, including community, primary care and in patient settings.
* NCSCT Accredited/Registered Stop Smoking Practitioner
* Experience of working with adults in a 1-2-1 and group environment, to support positive lifestyle change.
* Experience of using behaviour change models within a work context
* Experience of working in a multi-cultural setting with patients of different cultures, genders and ages.
* Experience of working to time schedules.

**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 Bristol working in a variety of settings
* 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.