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**JOB DESCRIPTION**

 **Community Engagement and Insight Lead- West Kent**

**MAIN PURPOSE**

Our Community Engagement and Insight Leads work to build community capacity to implement our service goals through resident and cross community engagement that is participatory, inclusive, deliberative, and collaborative.

 **SUMMARY OF RESPONSIBILITIES AND DUTIES:**

The post holder will:

* Work to participate in all community networks of relevance developing trusted partnerships
* Deliver Making Every Contact Count and Very Brief Advice training to organisations, raising awareness of the service and ensuring the service can reach the residents who might benefit from it.
* Engage with existing organisations across the public, private and charitable sectors to embed the service
* Deliver Level 2 training with GPs, Pharmacies and Vape Shops to support and develop the community stop smoking and vaping offer
* Attend community events regularly, lead on social media for the Service
* Line manage a team of Stop Smoking Advisors
* Contribute to the planning, delivery and development of the stop smoking service including specific project work.
* Lead on engagement for linking smokers to the most effective interventions to quit, promoting the local offer to support Smoking and Vaping cessation
* Boosting existing behavioural support schemes designed to encourage smokers to quit (for example the ‘swap to stop’
* Strengthening partnerships in local healthcare systems
* Carrying out prevention work with school settings and families
* Be line managed by the Service Manager.

**PERSON SPECIFICATION**

**1. SKILLS & ABILITIES**

* Be able to plan and manage own time and activities around the needs of individuals in the community to generate referrals
* Ability to keep accurate records of activity to provide data and monitoring information
* Effective numeracy and literacy skills
* Emotionally sensitive and empathetic to members of the public who wish to improve their health, to be supportive and encouraging to people in difficult (sometimes frustrating) situations
* Value and be respectful of other people – regardless of background or circumstances
* Have strong interpersonal and communication skills
* Be flexible with good time management and planning skills
* Be interested in motivating and supporting both individuals and groups in community-based settings, and in the home
* Be an excellent communicator, able to express to other organisations the benefits of working
* 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.
* 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
* 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**

* In depth knowledge of local communities
* Knowledge of the effect of social isolation and loneliness on the elderly
* Knowledge of the challenges to achieving health improvement amongst local communities
* Sound knowledge of challenges to achieving health improvement amongst vulnerable and deprived communities.
* Knowledge of NICE guidance, NCSCT and PHE standards relating to the treatment of smoking cessation
* 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 working with and engaging organisations and individuals
* Experience of actively engaging with local communities
* Experience of using Microsoft programmes (Word and Excel).
* Experience of team working.
* Experience of managing a personal workload or caseload
* 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:** GCSE Maths and English to at least Grade C, or equivalent.

**Desirable:** NCSTC training

**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 Castle Point and Rochford 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.

FITNESS TO PRACTISE

Applicants will need to confirm if:

* They’re currently subject to a fitness to practise investigations or proceedings by a regulatory or licensing body
* They’ve been removed from any professional register or licensing register
* They’ve had conditions or sanctions placed on their registration
* They’ve ever had restrictions placed on their clinical practice as part of the revalidation process

Everyone Health delivers multi-component health related and lifestyle services, including prevention and early intervention, on behalf of Clinical Commissioning Groups and Local Authorities in community based localities across the UK.