

## **JOB DESCRIPTION**

**JOB TITLE:** Stop Smoking Specialist Advisor (Full time)

**START DATE:** Flexible.

**REPORTING TO:** Stop Smoking Service Manager

### **Role Overview**

As a Stop Smoking Advisor you will be responsible for helping smokers to quit. You will be working in a specific geographical area in Luton. The role will involve running clinics, drop-ins and groups across a range of settings and locations, helping a set amount of smokers to quit each year. You will work alongside other advisors and with local community partners to recruit smokers using a variety of promotional methods, wherever possible targeting priority BME groups and areas of deprivation. You will also support a small number of community advisors in the delivery of stop smoking advice.

### **Working Requirements**

A degree of flexible working will be permitted (dependent on individual negotiation), though this must be balanced by the demands of the role. There is a significant demand for our service outside of office hours, thus the candidate should be willing to do some regular evenings and/or weekend work; however, the majority of your work time will fall within typical office hours. This is subject to a mutual agreement prior to employment, and specific demand of the area you will be assigned to.

Your working hours and well-being will be monitored and adjusted by the line manager if necessary. Whilst there will be no formal mechanism for taking time off in lieu of hours worked, it will normally be possible to make such an arrangement with your line manager. The post will involve a significant amount of work in the community, much of which will be spent promoting and providing stop smoking clinics.

### **Person Specification**

#### **Essential:**

- An interest in working for an independent service provider and a commitment to helping the wider organisation grow and thrive
- Passion and commitment towards health improvement
- Experience of working within a target driven environment, including successful achievement of Key Performance Indicators, in any setting
- Interest in smoking cessation, behaviour change, health improvement or and/or healthcare
- A positive, pro-active approach to providing services that aligns with the values of Thrive Tribe
- Energetic and upbeat personality
- The ability to convey clear messages to clients through excellent verbal communication skills
- Excellent customer relation skills with the ability to motivate clients into making changes
- Knowledge and experience in electronic record keeping
- Ability to plan effectively and maintain excellent levels of focus and personal organization in order to successfully deliver services
- Marketing or sales experience in a focused geographic area

#### **Desirable:**

- A track record of delivering work in a frontline setting
- Interest, experience or qualifications in behaviour change, counselling, or coaching
- Knowledge or experience in working with populations with poorer health outcomes
- Familiarity with any of the areas our services cover, in particular the most deprived wards
- The ability to write written reports, including clear communication of performance data
- Foreign language fluency that enables advising in another language
- Strong Microsoft Office suite user skills, Android system (smartphone) familiarity, and an ability to quickly learn using database systems
- Driving licence, ability to drive our VW promo van, and willingness to use own car at times (mileage refunded)

### Key Responsibilities

- Provide high quality stop smoking behavioural support and pharmacological advice in accordance with the *NSCST* guidelines to those wishing to stop smoking.
- Running stop smoking clinics in GP Practices and other community based locations.
- To pro-actively seek new locations and establish new clinics, groups or drop-ins as and when required in order to meet personal and team stop smoking targets.
- Ensure adequate provision of stop smoking advice at range of times, days and locations, including evenings and/or weekends where required by the overall customer/commissioner demand.
- Promote clinics, groups and drop-ins to ensure adequate client numbers, including face to face outreach, production/display of advertising materials, texting/calling previous clients or known smokers and other promotional initiatives that attract local smokers.
- Engage regularly with staff members at clinic locations, local health services, community groups/voluntary organisations and workplaces to ensure high activity levels and good service awareness.
- Support a small number of existing and newly trained community stop smoking advisors in the everyday provision of the service through regular communication, including face to face visits.
- Ensure all community stop smoking advisors have adequate access to up to date and fully functional equipment, resources and materials, including CO monitors and associated consumables (in liaison with support team).
- Fully use the 1 System 4 Health service database for all client management.
- Promote full use of 1 System 4 Health across community advisors and ensure full adherence to the Data Protection Act and Information Governance rules.
- Keep up to date with smoking cessation practices, techniques and developments.
- Work with the wider Live Well Luton Team to assist with the delivery of service marketing and communications campaigns.
- Other tasks, projects or initiatives relevant to the role or the service.

### Overview of benefits and conditions

Thrive Tribe is a relatively small (circa 110 staff), forward thinking organisation offering a friendly and flexible working environment with a focus on team work. Working together with local communities to promote healthy living, Thrive Tribe is committed to creating happy, thriving futures by supporting and motivating individuals to take control of their personal wellbeing and bring about lasting lifestyle change.

# thrive tribe®

**HEALTHIER TOGETHER**

We aim to make a real difference to our clients by operating in a down to earth manner and contributing genuinely to the local community. Please check out [www.thrivetribe.org.uk](http://www.thrivetribe.org.uk) for more information.

**Hours:** 37.5 hours per week excluding breaks; core service hours are Mon-Fri 9:00-5:00, however there will be a requirement for occasional flexibility to work some evenings or weekends.

**Salary:** Luton roles £16-24,000 per annum pro-rata.

**Tools:** among other things you will be equipped with a smartphone (unlimited minutes) and a laptop.

**Contract length:** This contract is initially for 12 months to cover maternity leave with possible opportunity following this within the service or organisation. A standard six months' probation period applies.

**Annual leave:** 22 days per year, excluding bank holidays, rising by one day per year of service up to a maximum of 28 days.

**Team building events:** a regular programme of team building and social events, some work related....some just for fun!

**Professional advancement opportunities:** You will have an abundance of opportunities to grow professionally. As a young and small organisation we do not have a clear professional advancement path, hence we are not in a position to promise anything. It depends on the predispositions of the individual and the rate of growth of our organisation. However, if the last 4 years can be an indicator, many staff working for Thrive Tribe have been promoted up through the ranks.

**Pension scheme:** Access to a pension scheme, with a 6% contribution split equally between Thrive Tribe and the employee.

**Life assurance scheme:** life assurance scheme, with a payment to next of kin in the event of death in service.