Job Description

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| **Post** | **Smoking Cessation Advisor** |
| **Location** | **Based in our Cambridge office with travel across Cambridgeshire and with the option for hybrid working** |
| **Line Manager** | **Smoking Cessation Team Lead** |
| **Hours** | **22.5 Hours Monday – Friday**  **Configurations of days and hours can be negotiated.** |
| **Contract** | **Fixed term contract until 31st March 2027** |
| **Salary** | **£16,267.80 per annum for 22.5 hours per week**  **(£27,113.00 per annum FTE) Scale Point 15 (April 2025)** |
| **Main Objective** | Working across Cambridgeshire and reporting to the Smoking Cessation Team Lead, the Smoking Cessation Advisor will be responsible for coordinating and providing a flexible solutions-focused service to individuals accessing existing CPSL Mind services.  This will be aligned to smoking cessation principles as outlined by the National Centre for Smoking Cessation and Training (NCSNT).  It is recognised that people experiencing mental health challenges are more likely to smoke, less likely to achieve stop smoking goals, and are therefore at increased risk of smoking related harms. This role requires a proactive, “can do” approach that focuses on innovative approaches to supporting people to achieve their goals around a healthier lifestyle.  Working alongside colleagues already providing mental health support to individuals through existing services this role will provide assessment and specialist support, alongside the trusted professional. |

**Vision**

Our vision is a society in which everyone has positive mental health and feels part of a connected community.

**Mission**

Our mission is to:

* support those with poor mental health to live well, whatever that means for them
* enable people to maintain positive mental health, especially those who are going through tough times
* inspire connections and eliminate stigma within our communities for the benefit of everyone’s mental health

**Values**

Our values are central to everything we do. They define us as an organisation.

* Respect
* Empowerment
* Inclusivity
* Integrity
* Courage
* Compassion

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| **Specific Duties and Responsibilities** |

* To deliver smoking cessation advice services in line with the National Centre for Smoking Cessation and Training (NCSCT) framework.
* To proactively engage with colleagues and individuals accessing CPSL Mind services who have been unable to navigate traditional stop smoking pathways.
* Deliver smoking cessation support to individuals experiencing mental health challenges.
* Develop and maintain non-judgemental, honest and trusting relationships with individuals, promote choice and control and support them to achieve their goals and aspirations. You will be confident in working with people who may present with challenging behaviours and may not be easily engaged.
* To carry out assessments of referrals to the service to ensure the service is provided to those who meet the eligibility criteria.
* To support a caseload of individuals with smoking cessation services, identified through CPSL Mind Services, in collaboration with staff already providing mental health and wellbeing support.
* Work flexibly to meet the changing needs of individuals, and service requirements, you will manage your own caseload, time and commitments. Maintaining accurate up to date records on the relevant case management systems and collect and provide information in line with service requirements.
* To facilitate and attend promotional events.
* Work within risk assessment processes, complete dynamic risk assessments and maintain own safety by following lone working procedures and by adopting a positive risk-taking approach.
* Demonstrate an awareness and understanding of equality, diversity and inclusion, collecting data and inputting it into relevant systems to support CPSL Mind’s overall objectives.

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| **General Responsibilities** |
| **Equality**   * Promote the equality, diversity and rights of others by ensuring people are respected and valued as individuals. * Ensure equal access to services, that people are treated with dignity and without discrimination. |
| **Quality**   * Work within all CPSL Mind’s policies and procedures at all times, with specific reference to the Safeguarding policies. * Maintain quality assurance systems within CPSL Mind. * Monitor compliance with quality systems including Mind Quality Standards. * Have due regard for health and safety and security in the workplace and contribute to raising awareness. |
| **Services**   * Maintain a strength-based service which recognises and celebrates the talents and abilities of the individuals accessing the service. * Maximise the potential for genuine co-production of service delivery wherever possible * Take a dynamic approach to risk assessment and mitigation. * Work collaboratively with individuals and other services as necessary in situations where an individual feels unsafe, and escalate as appropriate. |
| **People**   * Create productive working relationships within CPSL Mind and with partner agencies. * Identify individual and team development needs to continually improve performance and knowledge. * Develop personal skills to improve performance and knowledge. |
| **Performance**   * Actively participate in all training relevant to the delivery of this role. * Participate in regular line management one to ones, clinical supervision and annual appraisals |
| **Resources**   * Ensure that equipment and materials are available to achieve service outcomes. * Pro-actively manage limited resources. |
| **Information**   * To keep up to date notes and records in relation to support and activities provided and input into our database in a timely way. * To provide to the Head of Services and Senior Management Team in a timely way data, stories and other evidence for service impact reports. * Manage all data in accordance with the provisions of all current Data Protection legislation. |

**Person Specification**

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| **Competency** | **Essential** | **Desirable** |
| **Qualification:**   * Mathematics and English (Minimum GCSE level 4 or equivalent) | P |  |
| **Qualification:**   * Relevant health, or smoking cessation (NCSCT) qualification. |  | P |
| **Knowledge:**   * Knowledge/Understanding of smoking cessation services and/or behaviour change or practical experience in this area of work. |  | P |
| **Communication:**   * Effective communication skills including strong interpersonal skills in groups, teams and one to one situation. * Strong people skills including the ability to build rapport and to challenge inappropriate behaviours. * Ability to write accurate and concise notes and reports. | P |  |
| **IT Skills:**   * Competent in the use of Microsoft applications, including Word, Excel, Teams and Share Point. | P |  |
| **IT Skills:**   * Experience of using systems to record activity and outcomes. |  | P |
| **Interpersonal Skills:**   * Ability to exercise sensitivity and clear judgement in issues to arrive at a balanced view. * Ability to be able to positively challenge where appropriate. | P |  |
| **Experience of:**   * working in a person-centred way. * supporting people to understand and change their behaviour. * working in the community. | P |  |
| **Decision Making:**   * Ability to make informed decisions that if challenged can be substantiated. | P |  |
| **Risk:**   * Understanding or how to assess and mitigate risk. * Experience of dynamic risk assessment in the community. |  | P |
| * Access to own transport |  | P |

**This post is subject to satisfactory enhanced DBS clearance.**