

# Job Description

## Health Improvement Service Co-ordinator – Stop Smoking Service

- Reports to:** Health Improvement Manager
- Hours:** 16 hours per week (Fixed-term contract to end March 2025, possible extension)
- Location:** Eglantine Avenue, Belfast
- Campaign  
Service/Cause:** Health Improvement
- Remuneration:** £16.60 per hour

### Overall Purpose of Post

This post forms part of the Cancer Focus Northern Ireland's Specialist Stop Smoking Service, funded by the Public Health Agency to provide support to smokers who wish to stop in a variety of settings, including youth, workplace, GP and community settings across the Belfast and South Eastern Local Commissioning Group areas. The post holder will coordinate the development of services and support the delivery of other tobacco related work where appropriate. The post holder will be expected to work flexible hours to meet the demand for the service.

## Key Responsibilities

- To provide co-ordination and support for a Stop Smoking Service
- To provide stop smoking interventions in line with the evidence base and to agreed quality standards
- To assist in the promotion and implementation of all aspects of the Service department's work

## Specific Duties

- To co-ordinate the Cancer Focus NI's Stop Smoking Service, and manage the Development Workers in the team, for smokers/vapers in the PHA Belfast and South-East areas
- To promote and develop the Service in partnership with local agencies, e.g. Prisons, Workplaces, Community, Youth to meet Tobacco strategy target groups and contractual requirements
- To provide a stop smoking service within groups / 1-1 within Belfast / SE areas - both face to face and remote provision as appropriate as part of the Stop Smoking Service
- To respond to referrals for the specialist stop smoking service in youth, workplace, GP and community settings
- To liaise with key personnel in various settings to ensure effective delivery of the Service
- To provide information and support for health professionals and the public
- To keep accurate records of service provision and numbers using the service, maintaining client confidentiality and ensuring the security of client identifiable information in line with Cancer Focus and PHA protocols
- To provide regular reports, monitoring and evaluation of the service to Cancer Focus NI, PHA and other agencies
- To participate and attend regular Update meetings/training as required
- To assist in the promotion and implementation of all aspects of Cancer Focus Northern Ireland and its work
- To undertake any other duties as may reasonably be required
- To promote all aspects of Cancer Focus and its work
- This job may require some evening work

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

# Person Specification

## Health Improvement Service Co-ordinator – Stop Smoking Service

The below specification shows essential skills, abilities, knowledge and/ or qualifications required to be able to carry out the duties of this post. Therefore, please address in a covering letter, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

### Essential Criteria

#### Experience

- One year's experience in coordinating a Health Improvement Service, e.g. Stop Smoking Service.
- Experience of having been trained in and providing Stop Smoking support
- Experience of liaison with a broad range of professionals

#### Skills

- Excellent written and oral communication skills
- Ability to achieve objectives and meet agreed deadlines
- Excellent organisational abilities with ability to keep accurate records
- Ability to work on own initiative and as part of a team
- Computer literate
- Hold a full, current driving licence and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post

### Desirable Criteria

#### Experience

- Experience of coordinating a team of part-time workers
- Project management experience

#### Qualifications

- Post-graduate Diploma in Health Promotion or equivalent health related qualification

# Additional Information

## Terms and Conditions of Employment

- Successful applicants must provide proof of their right to work in the UK. (This will be evidenced in the first instance by being in possession of a British or Irish passport or a valid UK Work Permit)
- The activities of this role meet the AccessNI definition of regulated activity relating to working with adults and children as outlined in the Access NI Code of Practice. Cancer Focus NI will obtain an AccessNI Enhanced Adult Barred List check, and/or Enhanced Children's Barred List check for the successful candidate. Applicants who have a criminal record will be treated fairly and not discriminated automatically because of a conviction or other information revealed. Applicants with criminal records will be reviewed in line with Cancer Focus Northern Ireland's policy on the recruitment of Ex-offenders
- If there is any reason you cannot work in Regulated Activity, you must disclose this to us. Cancer Focus Northern Ireland has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information.
- Satisfactory reference checks
- Up to 12 months probationary period
- Evidence of relevant academic and professional qualifications
- Evidence of appropriate vehicle documentation (i.e. driving licence and insurance cover) must be provided where the role necessitates travel on company business in own vehicle.

## Benefits

- Flexible working policy (home-working, reduced hours, hybrid-working)
- 25 days Annual Leave, plus 12 statutory days (pro rata for those working less than 35 hrs per week)
- 2 additional days of annual leave after 5 years' service and a further 3 days after 10 years' service
- Enhanced Maternity / Adoption Pay
- Enhanced Occupational Sick Pay Scheme
- Contributory Pension Scheme
- Cycle to Work Scheme
- Mileage Allowance at the prevailing HMRC rate
- Time Off In Lieu (TOIL) for additional hours worked
- Life Assurance
- Healthcare Plan

## Disability

Cancer Focus NI is an Equal Opportunities Employer and all applications in accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

## Equal Opportunities

Cancer Focus NI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

## Application Process

The closing date/time for submission of CV and cover letter is 5.00pm, 24th May 2024.

**Interview dates: Week commencing 3<sup>rd</sup> June 2024**

If you would like to apply for this role, please submit an up-to-date copy of your CV and cover letter before this date/time to: [hradmin@cancerfocusni.org](mailto:hradmin@cancerfocusni.org) or, mailed to:

**Human Resources, Cancer Focus NI,  
40/44 Eglantine Avenue, Belfast, BT9 6DX**

**We cannot accept Applications received after the closing date/time.**

## Guidance Notes on Applying for role

Please ensure your CV is up-to-date and accurate. Cancer Focus NI will not make assumptions from the title of your post(s) or the nature of any employing organisation(s) as to your skills and experience gained.

- If you do not provide sufficient detail, including the appropriate dates needed to meet any eligibility criteria, your application may be rejected.
- ONLY the details provided by you in your CV and cover letter will be used for determining your eligibility for the post/shortlisting purposes.

## Contact Details

If you have any enquiries regarding the recruitment process, please contact Gwyneth Richards ([hradmin@cancerfocusni.org](mailto:hradmin@cancerfocusni.org)) or phone 028 9066 3281.