

# Job Description

## Health Improvement Officer – Stop Smoking Service

<b>Reports to:</b>	Stop Smoking Service Co-ordinator / Health Improvement Manager
<b>Hours:</b>	18-24 hours per week (Fixed-term to end March 2025, with possible extension)
<b>Location:</b>	40-44 Eglantine Avenue, Belfast
<b>Campaign Service/Cause:</b>	Health Improvement
<b>Remuneration:</b>	£15.63 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 provide intensive support and advice either on a group or one to one basis, 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 respond to referrals for the specialist stop smoking service in youth, workplace, GP and community settings.
- To utilise specialist skills to assess the client's motivation and readiness to quit, recognising and supporting the client to work through all aspects of nicotine addiction.
- To provide stop smoking interventions in line with the evidence base and to agreed quality standards.
- To organise and deliver stop smoking interventions on a one to one basis and through group work as appropriate to meet the client's individual needs.
- To develop an ongoing programme of support in partnership with the client, evaluating individual programmes and ensuring clients are followed up in line with the monitoring and evaluation protocol.
- To provide brief opportunistic advice to members of the public as situations permit, i.e. through liaison with other community services, attending community events e.g. health events.
- To maintain client confidentiality and ensure the security of client identifiable information in line with Cancer Focus and PHA protocols.
- To provide reports on service delivery for review purposes.
- To participate and attend regular Update meetings/training as required.
- To liaise with key personnel in various settings to ensure effective delivery of the Service.
- To assist in the promotion and implementation of all aspects of the Health Improvement Department's work.

## Specific Duties

- To provide specialist support and information to those who want to stop smoking within a range of settings, as required, within the Belfast and South Eastern LCG areas, meeting contractual need.
- To source new settings and scope out need for service provision in a variety of primarily youth and workplace, and potentially community venues to assist with meeting project targets.
- Facilitate presentations in the setting appropriate to job role, e.g. workplaces, youth, community, on the smoking issue and on the Specialist Stop Smoking Service.
- To issue Nicotine Replacement Therapy to clients in line with protocol and to keep accurate records of this.
- To liaise closely with the Stop Smoking Service Co-ordinator on a regular basis, to enhance the Stop Smoking Service.
- To undertake appropriate monitoring and data collection to comply with the operational policy of the Stop Smoking Service.
- To provide regular reports of the service to Cancer Focus for the purposes of internal evaluation and for evaluations carried out on behalf of funders.
- To undertake any other duties as may reasonably be required.
- To promote all aspects of Cancer Focus Northern Ireland and its work.

# Person Specification

## Health Improvement Officer – Stop Smoking Service

The below specification shows the 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

#### Qualifications

- A third level qualification in health or youth work

#### Experience

- One year's experience in a health / youth related discipline
- Experience of liaison with a broad range of professionals
- Experience of managing own workload

#### Skills

- Ability to achieve objectives, meet agreed deadlines and keep accurate records
- Excellent written and oral communication skills including delivering presentations
- Ability to work on own initiative and as part of a team
- Computer literate

#### Other

- Hold a full, current driving license 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

#### Qualifications

- To have undertaken a recognised Specialist Stop Smoking training course within the past three years

#### Experience

- Experience of facilitating Specialist Stop Smoking services in the past three years
- Experience of providing stop smoking services in youth and/or workplace

# 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 Access NI 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 Access NI 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 (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 are dealt with 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 **11th October 2024**.

**Interview dates: w/c 21<sup>st</sup> October 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: [hadmin@cancerfocusni.org](mailto:hadmin@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 our 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 ([hadmin@cancerfocusni.org](mailto:hadmin@cancerfocusni.org)) or phone 028 9066 3281.