Job Description

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| **Post** | **Smoking Cessation Team Lead** |
| **Location** | **Based in our Cambridge office with travel across South and East Cambridgeshire, and the option for hybrid working.** |
| **Line Manager** | **Head of Services: Innovation and Business Development** |
| **Hours** | **37.5 hours per week, Monday – Friday** |
| **Contract** | **Fixed term contract until 31st March 2027** |
| **Salary** | **£36,219.00 per annum Scale Point 28 (April 2024)** |
| **Main Objective** | Working across Cambridgeshire and reporting to the Head of Services for Innovation and Business Development the Smoking Cessation Team Lead will be responsible for leading and coordinating a flexible, solutions focused service, assertively engaging with colleagues and individuals accessing CPSL Mind services.  This service is 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.  This role will manage a team of Smoking Cessation Advisors and a Service Design Project Worker, as a member of the CPSL Mind Management Team. They will exemplify values-based behaviour and the highest standards of personalised support. |

**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 lead and provide line management, support and guidance to a team of Smoking Cessation Advisors who are supporting individuals and a Service Design Project Worker who is working alongside our Co-production Lead to provide insight into best practice.
* Ensure the smoking cessation support is delivered following 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.
* To 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.
* To carry out assessments of referrals to the service to ensure the service is provided to those who meet the eligibility criteria.
* To carry out assessments to ensure that individuals referred to the service meet the eligibility criteria. To support a small working caseload of individuals, as identified through the Smoking Cessation Service referral pathway.
* To manage the referral pathway process, ensuring equitable access for staff and individuals using CPSL Mind services.
* Maintain accurate up to date records on the relevant case management systems and collect and provide information in line with service requirements. To support the collection of quantitative and qualitative data that will enable a full evaluation as to the effectiveness of the service.
* To attend multi-agency and internal meetings as required.
* To promote Smoking Cessation messages and the service internally and externally.

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

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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 of current government policy and guidance in smoking cessation, understanding factors that lead to positive outcomes for people. |  | P |
| **Knowledge**:   * A good understanding of the impact of multiple deprivation on mental health and wellbeing, and their links to smoking. | P |  |
| **Skills**:   * Effective communication skills including strong interpersonal skills in groups, teams and one to one situations. * Strong people skills including the ability to build rapport and to challenge inappropriate behaviours. * Ability to write accurate and concise notes and reports. | P |  |
| **Skills**:   * Time management, with the ability to prioritise and take responsibility for workload, meet deadlines and complete tasks with set timeframes. * Ability to prioritise competing priorities. | P |  |
| **Skills**:   * Ability to lone work safely and work well on own initiative. * Ability to communicate effectively with individuals receiving support, staff, managers and partner organisations. | P |  |
| **Skills**:   * Creative, solutions focused perspective. * Ability to analyse and understand problems and barriers, use own knowledge and other resources to create innovative solutions. * Able to influence and negotiate to create flexibility | P |  |
| **Skills**:   * IT, Competent in the use of Microsoft applications, including Word, Excel, Teams and Share Point. | P |  |
| **Experience**:   * Partnership working, demonstrable record of working collaboratively with internal and external providers and services. * Ability to co-ordinate partners around a joint plan of support for individuals. | P |  |
| **Experience**:   * Line Management, demonstrable experience of line managing staff. | P |  |
| **Experience**:   * Presentation, demonstrable experience of presenting information to internal and external audiences. |  | P |
| **Risk**:   * Understanding or how to assess and mitigate risk. * Experience of dynamic risk assessment in the community. | P |  |
| * Access to own transport. |  | P |