Job Description

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| **Post** | **Smoking Cessation Service Design Project Worker** |
| **Location** | **Based in our Cambridge office with travel across South and East Cambridgeshire, and with an option for hybrid working.** |
| **Line Manager** | **Smoking Cessation Team Lead** |
| **Hours** | **37.5 hours per week. Monday – Friday, 9.00am – 5.00pm** |
| **Contract** | **Fixed term contract until 31st March 2026** |
| **Salary** | **£28,071.00 per annum (Scale Point 18 April 2024)** |
| **Main Objective** | 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. Using the strengths-based Mind Service Design Toolkit and, this post will co-produce and co-design with stakeholders to develop insight into models of support that will result in healthier, smoke free lifestyles. The work will culminate in a report and recommendations that will shape the Smoking Cessation offer in 2026/27.  Working within the Smoking Cessation team at CPSL Mind which is aligned to principles outlined by the National Centre for Smoking Cessation and Training (NCSNT). |

**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 build strong relationships and work collaboratively with internal and external colleagues.
* Use the Mind Service Design Toolkit to gain insight into the experiences of individuals who have attempted to stop smoking, either successfully or unsuccessfully.
* To create and implement a project plan, reporting to the manager on progress throughout the project.
* To write, present and share a Final Report that will inform smoking cessation practices with individuals who are experiencing mental health challenges.
* To recruit, train and support individuals with lived experience to facilitate co-produced and co-designed conversations with peers, based on the principles of ethnographic research.
* To facilitate focus groups and engagement events around the topic of smoking cessation.
* To gather information on mental health and smoking challenges with the wider community, including organisations across Cambridgeshire, attending meetings when appropriate.
* To thematically review findings and formulate tests ideas.
* To present findings to internal and external stakeholders, supporting implementation.
* To work with Smoking Cessation service team to embed learning.

**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 |  |
| **Knowledge:**   * Knowledge of current government policy and guidance in smoking cessation, understanding factors that lead to positive outcomes for people. |  | **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, ability to prioritise and take responsibility for workload, meet deadlines and complete tasks with set timeframes. * Ability to prioritise effectively. | P |  |
| **Skills:**   * Creative, solutions focused perspective. * Ability to analyse and understand data and barriers, use own knowledge and other resources to create innovative solutions. | P |  |
| **Experience:**   * Excellent group facilitation skills. | P |  |
| **Experience:**   * Proven ability to work under own initiative and problem solve as necessary using a flexible approach | P |  |
| **Experience:**   * Proven experience of project management. | P |  |
| **Risk:**   * Identification, assessment and mitigate risk - and escalation of issues required | P |  |
| * Access to own transport |  | P |