



Derbyshire Addictions Advice Services Job Description

Job Title: Stop Smoking Advisor

Contract Type: Fixed-term 12 months. Extension may be considered subject to funding.

Hours: 24 hours per week

Reporting to: Team Manager

Base: Chesterfield, with travel across Derbyshire S40 1AH.

Salary: £16,698 per annum (£25,743 FTE)

Role Overview:

The Stop Smoking Advisor will deliver evidence-based smoking cessation support across Derbyshire, with a specialist focus on individuals in treatment or recovery from drug and alcohol misuse. Working in partnership with Derbyshire Recovery Partnership and other local services, the post holder will provide person-centred support to help people reduce or stop smoking and improve their health and wellbeing.

The role involves delivering interventions in a range of settings, including recovery services, GP practices, and community venues. The post holder will build positive relationships with clients and partner organisations, promote healthy behaviour change, and contribute to positive outcomes for individuals with complex and co-occurring needs.

Training and ongoing development will be provided to support delivery in line with national guidance.

Key Responsibilities & Tasks

- Deliver evidence-based stop smoking interventions in accordance with NCST guidance through face-to-face, telephone, and online support.
- Engage, motivate and support individuals in treatment or recovery from drug and alcohol misuse to reduce or stop tobacco use, using a person-centred, non-judgmental, trauma-informed and recovery-focused approach.
- Work with individuals who may experience multiple and complex needs, including substance misuse, mental health difficulties, homelessness, physical health conditions and other barriers to engagement, adapting support accordingly.

- Process and respond to referrals and enquiries received through Derbyshire Recovery Partnership, GP practices, recovery organisations, websites, email and telephone contact, ensuring timely follow-up and engagement.
- Develop and maintain positive working relationships with Derbyshire Recovery Partnership, GP practices, healthcare professionals, partner agencies and community organisations to support integrated care and increase access to stop smoking support.
- Deliver support across a variety of settings throughout Derbyshire, including recovery services, GP practices, DRP bases and community venues.
- Maintain regular contact with clients throughout their quit journey, providing ongoing encouragement, support and follow-up appointments.
- Organise and prioritise appointments across multiple locations, maintain an accurate diary and travel schedule, and undertaking lone working in accordance with DAAS policies and procedures.
- Promote the service through attendance at recovery groups, wellbeing events, health promotion activities, community events, and stakeholder meetings.
- Maintain accurate client records, intervention notes, activity and outcome data in accordance with organisational and contractual requirements, contributing to service monitoring, reporting, and case study development.
- Liaise appropriately with professionals and services involved in a client's care and identify, record and respond to safeguarding concerns, welfare issues and risks in accordance with organisational procedures.
- Complete mandatory training, including NCSCT Stop Smoking Advisor training, and participate in supervision, team meetings, continuing professional development and service improvement activities.

Organisational Responsibilities

- Comply with DAAS policies and procedures
- Participate in supervision, training, and team meetings.
- Work collaboratively and contribute to a positive, inclusive culture.
- Demonstrate flexibility to meet the service needs.