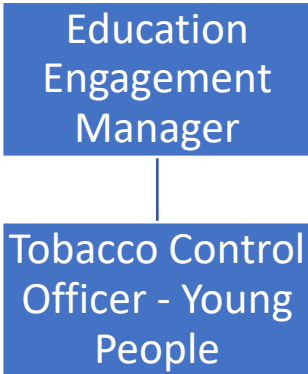


JOB DESCRIPTION & PERSON SPECIFICATION

| | | |
|--|---|--|
| Director Area: Fire, Rescue and Public Protection | | Job Ref Number: 02503 |
| Service Area: Safer Communities | | Grade: G7 (click here for value) |
| Job Title: Tobacco Control Officer (Young People) | | |
| PURPOSE OF JOB: To contribute to the reduction of ill health and inequalities through education and raising awareness of the dangers of smoking and secondhand smoke with our children and young people in line with the Governments Tobacco Control strategy and as directed by line manager | | |
| TEAM STRUCTURE: <div style="text-align: center; margin-top: 20px;">  <pre> graph TD A[Education Engagement Manager] --- B[Tobacco Control Officer - Young People] </pre> </div> | | |
| MAIN DUTIES: | | |
| 1 | Delivery, verifying and managing of Lincolnshire young people undertaking Tobacco Control qualification through external award | |
| 2 | Working in partnership with LCC services, identify new vulnerable groups of young people to deliver Tobacco Control qualification in educational settings e.g. BOSS, YPLP, YOS etc.. | |
| 3 | Develop, produce, manage and maintain the production of a range of young people resources in a cost effective manner and within budget | |
| 4 | Working in partnership with LCC Services, identify new vulnerable groups of young people to deliver Tobacco Control workshops e.g. Maternity Hubs, Early Help Service, 0 – 19 Children's Health Service etc.. | |
| 5 | Promote resources for schools and educational settings and manage the booking system for their use | |
| 6 | Provide appropriate support and advice to schools and other young people's settings to expand, network and further develop the education programme on Tobacco Control | |
| 7 | Undertake research and evaluations within schools and youth settings and keep up to date with external developments in order to update Tobacco Control information and to identify innovative opportunities for further development | |
| 8 | Produce high quality promotional material e.g. press releases, twitter etc...and edit, write and co-ordinate articles for a range of newsletters, bulletins etc... | |
| 9 | Develop new ways to communicate health messages to young people, using current technology | |
| 10 | Establish and maintain effective relationships and channels of communication with all | |

| | |
|----|--|
| | existing partner organisations and develop new partnerships in order to enable cross sector contribution to the development of Safer Communities |
| 11 | Investigate the potential of obtaining funding for the future development of the Tobacco Control educational programme within Lincolnshire |
| 12 | Undertake all administration duties associated with the post |
| 13 | Work as part of the Safer Together collaborative partnership with Lincolnshire Police. |

PERSON SPECIFICATION

| Requirements | Where identified* | Essential | Desirable |
|---|-----------------------|-----------|-----------|
| An appropriate degree or equivalent professional qualification in Education, Health or Social wellbeing | Application | Yes | |
| Full UK Driving Licence or ability to travel across Lincolnshire to keep appointments | Application | Yes | |
| Minimum 2 years' experience in a post utilising health promotion skills with young people | Application | Yes | |
| An extensive knowledge and understanding of Tobacco Control issues, including national and local protocols | Application | | Yes |
| Experience in the creation and delivery of educational packages in educational settings | Application | Yes | |
| Excellent communication skills using wide range of different media | Presentation | Yes | |
| Motivational skills in order to engage with young people and to build partnerships | Presentation | Yes | |
| Excellent interpersonal skills, self-motivated and able to work on own initiative | Interview | Yes | |
| Experience in producing and amending social media content | Application | Yes | |
| Good practical and organizational skills with the ability to effectively plan and prioritise a complex and competing workload | Application | Yes | |
| Pass the appropriate level of Police vetting. | Application/Interview | Yes | |

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.