

Job description

Development Officer – Feel Good Suffolk

Band 6

About Feel Good Suffolk

[Feel Good Suffolk](#) is the healthy lifestyles service for Suffolk, helping residents to manage a healthy weight, stop smoking and be more physically active. We are a unique collaboration between Suffolk County Council and all of Suffolk's District and Borough Councils, built on the principles of behaviour change, choice, flexibility, and place-based working. Since January 2025, we have helped over 2,400 people in Suffolk to stop smoking.

Job purpose

We are seeking a dynamic **Development Officer** to drive the development of Feel Good Suffolk and lead our ambition to create a [Smoke Free Generation](#) in Suffolk.

Smoking remains one of the county's biggest public health challenges, contributing to nearly 1,000 deaths a year and costing an estimated £747 million annually. This role offers the opportunity to play a key part in delivering a varied programme of projects and initiatives to expand the reach and impact of our smoking cessation service—particularly for residents experiencing the greatest health inequalities. Alongside this, the role will act as the day-to-day coordinator for county-wide smoking cessation matters across the service.

A background in smoking cessation is not required—comprehensive training and support will be provided.

This is an exciting role for someone who is:

- A strong team player, highly organised, and confident working with a wide range of stakeholders.
- An excellent communicator with transferable skills in project coordination, people management, and balancing multiple priorities.
- Able to work collaboratively to solve problems, identify opportunities and improve approaches.

As part of the role, there will be ample opportunities to contribute to other service-wide workstreams including weight management, physical activity, marketing and communications, digital, data and evaluation.

About you

We are looking for someone who is:

- A confident communicator, able to engage diverse audiences and build strong partnerships.
- Skilled in project and people management, with a track record of delivering impactful community-based work.

- Passionate about reducing health inequalities, especially among the priority groups identified in Suffolk's [Smoking and Vaping Health Needs Assessment \(2004\)](#).
- Adaptable and resilient, with the ability to work independently and collaboratively across a range of settings.
- Strategic and solutions-focused, with the ability to think creatively and plan effectively.
- Empathetic and inclusive, with lived experience or outreach experience considered a strong asset.

Location and working style

This is a county-wide role, working across Suffolk. At West Suffolk Council, we encourage agile working—work is an activity we do, not just a place we go. Work styles are agreed between you and your manager, based on operational and organisational needs.

Offices available for use include:

- West Suffolk Council – West Suffolk House, Bury St Edmunds, and Mildenhall Hub, Mildenhall
- Ipswich Borough Council – Grafton House, Ipswich
- Babergh and Mid Suffolk District Councils – Endeavour House, Ipswich
- East Suffolk District Council – East Suffolk House, Melton, and Riverside Office, Lowestoft

Regular travel across Suffolk will be required. You will report to the Strategic Manager for Feel Good Suffolk.

Key responsibilities and activities

Service-wide smoking cessation leadership

- Act as key point of contact with Public Health & Communities at Suffolk County Council regarding smoking cessation funding, contracts and performance.
- Monitor performance and quality against agreed targets, working with local delivery teams to develop action plans to drive improvement where necessary.
- Raise awareness of Feel Good Suffolk and deliver Feel Good Suffolk Champion training across Suffolk.
 - Build and maintain strong relationships with a wide range of organisations to support this, including the NHS (GPs, pharmacies, hospitals), Integrated Care Boards, leisure providers, and Voluntary, Community, Faith, and Social Enterprise (VCFSE) groups.
- Represent Feel Good Suffolk at local and regional Tobacco Control Networks.
- Develop and maintain referral pathways, including pre-operative, CoSTED, pulmonary, and targeted lung health checks.

- Monitor and support GP surgeries and pharmacies contracted to deliver smoking cessation services on behalf of Feel Good Suffolk, ensuring effectiveness and timely data reporting.
- Build and maintain strong knowledge of relevant national guidance, best practice, including that from the National Centre for Smoking Cessation and Training (NCSCT), the National Institute of Care and Excellence (NICE) and Office for Health Improvement and Disparities (OHID).

Lead and co-ordinate the Smoke Free Generation team

- Coordinate and support a team of Smoke Free Generation advisors in delivering targeted community work.
- Shape project plans, facilitate sharing of best practice, and act as a critical friend to ensure quality and consistency.
- Produce regular reports, case studies, and presentations to showcase progress and outcomes to stakeholders.
- Design and deliver tailored approaches to engage priority audiences identified in the Smoking and Vaping Health Needs Assessment (2024), including community engagement, new interventions, and/or bespoke projects.

Manage and develop funded health inequalities projects

- Support organisations funded through Feel Good Suffolk's Smoke Free Generation community fund to engage new audiences of smokers.
- Onboard new projects, hold review meetings, review monitoring reports, and ensure activities align with Feel Good Suffolk's overall strategy.
- Facilitate opportunities for funded partners to share learning and best practice.

Contribute to the wider Feel Good Suffolk programme

- Participate in programme office meetings, problem-solving, and cross-team learning.
- Take part in training and professional development to strengthen personal skills and improve Feel Good Suffolk's service provision.
- Carry out any other duties reasonably required in line with the role.
- Follow all organisational policies and procedures, including safeguarding, data protection, finance, and counter-fraud.

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