

Challenging Behaviour Foundation (CBF)

JOB DESCRIPTION

Title of post:	CHILDREN AND YOUNG PEOPLE POLICY LEAD
Responsible to:	Chief Executive (CEO)
Hours:	22.5 hours per week
Salary:	£31k – £33k (pro rata)
Based at:	CBF office, Chatham (5 min walk from Chatham train station) Home Working will be considered Travel required



OBJECTIVES:

- To work in partnership with the CBF staff to deliver the charity's objectives.
- To work in partnership with the Adult Policy Lead to ensure a focus on good lifelong support, with a particular responsibility for children's policy
- To support the Chief Executive in the CBF's work to influence change in national policy and practice with a particular focus on children and young people
- To lead flagship CBF projects working with local areas to ensure families voices are heard and to improve local support
- Management and supervision of Policy and Research Intern and effective task management of other staff on specific projects

RESPONSIBILITIES:

Responsibilities will include:

1. Champion CBF priorities and families' voices within national policy debates, including:
 - Keeping informed about national policy initiatives relevant to individuals with severe learning disabilities whose behaviours challenge and their families, with a particular focus on children, young people and transition
 - Building and maintaining positive relationships with family carers and all external stakeholders through in person meetings (when possible), online meetings, email, written communications and social media.

- Representing CBF at meetings led by NHSE, Government, regulators or others
 - Presenting at conferences or events
 - Responding to consultations, including NICE guideline consultations and Government consultations
 - Working closely with the Family Support Team and other CBF staff to ensure that a range of lived experiences are embedded in all CBF policy work
 - Developing and communicating policy positions in collaboration with CEO, Adult Policy Lead and Policy Team when required
2. Lead key CBF children's projects and consultancy (including budget management), with support from policy team and in partnership with stakeholders including:
- The Big Lottery "Getting it Right" project. Working in partnership with a local area to hear from families and improve support for children with learning disabilities whose behaviours are described as challenging
 - The Reducing Restrictive Interventions, Safeguarding Children (RRISC) group
3. Maintain relationships with key academics, input to research and evaluations and ensure policy and information shared by CBF is evidence-based. Including:
- Maintaining good links with Tizard Centre, Universities of Kent and Warwick and the SF-DDARIN network and collaborating on projects as required
 - Ensuring policy is informed by up to date evidence and evidence is shared accessibly with families as appropriate
4. Management of Policy and Research Intern and Task management of other staff, including:
- Regular supervision, constructive feedback, support and development
 - Reviewing and signing off key policy documents, statements and consultation responses before CEO clearance
 - Working closely with Policy Officer with task management and feedback as necessary
 - Clear communication of expectations and deadlines
 - Appropriate delegation of work to policy team members
 - Recruitment of new interns on an annual basis

5. Making a positive contribution to the Senior Management Team and facilitating good management of the charity. To be achieved by working closely with the CBF CEO, and other CBF staff to:
 - ensure that the charity meets its legal/ statutory and funding requirements and responsibilities
 - ensure that CBF policies and procedures are implemented
 - provide reports and recommendations to the Trustee Board
 - ensure organisational planning and development of the CBF
 - ensure contacts are aware of the consultancy work CBF can offer, as appropriate
 - identify and plan key work areas for the CBF to deliver its objectives
 - contribute to funding bids
 - support and inform CBF communications activity
 - develop ideas to take forward work proposals to the Trustee Board
 - ensure regular communication with other members of the CBF team, including attendance and contributing to team meetings and policy KITs.

6. Any other tasks as determined by the CEO.