

JOB DESCRIPTION

Title of post:	Policy, projects and information internship
Responsible to:	CBF Policy Lead
Hours:	5 days per week (37.5 hours, Monday to Friday)
Based at:	The Challenging Behaviour Foundation office, Chatham, Kent (5 min walk from train station)
Length of post:	12 months

OBJECTIVES:

- To support the Challenging Behaviour Foundation's (CBF) work to influence change in national policy and implementation.
- To support the Challenging Behaviour – National Strategy Group
- To support the Challenging Behaviour Foundation's project work exploring, identifying and sharing best practice to influence change in national policy and implementation.
- To contribute to the development of existing and new resources
- To support the CBF's communications strategy

RESPONSIBILITIES:

Responsibilities may include:

1. Working with the Policy Team to support the Challenging Behaviour – National Strategy Group (CB-NSG) and steering group:
 - Organising a national meeting of key stakeholders, subgroup meetings and steering group meetings in collaboration with colleagues
 - Preparation of papers for national, subgroup meetings and steering group meetings
 - Maintaining and reviewing group membership
 - Extracting and reviewing data to contribute to campaign activity.
 - Any other tasks identified by steering group or Policy Team.
2. To support CBF's early intervention work focussing on children and young people, including:
 - Working in partnership with a range of local, regional and national stakeholders and groups

- Contributing to early intervention and children's policy projects and groups
 - Supporting the engagement of children, young people and families of children and young people to inform national policy and research projects.
 - Writing updates on project and policy work for the project reference groups and networks.
 - Updating the CBF and Paving the way websites
 - Development/updating of information and resources.
3. Working with the policy team to support a range of CBF projects focusing on best practice as appropriate, in all phases of project delivery by
- Organising meetings including preparation of papers before and following meetings,
 - Liaising with key stakeholders as appropriate including family carers, professionals, researchers, other charity organisations, providers and others
 - Researching and summarising background information relevant to the projects
 - Preparation and dissemination of surveys via SurveyMonkey and other formats
 - Extracting, reviewing data and summarising information collected into reports.
 - Contributing to the preparation of presentations and reports sharing the results and conclusions
 - Contributing to writing social media posts and website summaries to share updates on projects as appropriate.
4. Researching information to input into reports, consultations, committee hearings, key correspondence and for the development of information resources or multimedia resources. This will include:
- Liaising with CBF staff
 - Sourcing up to date research evidence and best practice
 - Gaining input from expert professionals and family carers
 - Drafting new content or interview questions
 - Ensuring references and links to external resources are up to date.
5. Contributing to internal and external communications of the charity, including:
- Communicating with a range of stakeholders and CBF networks via email or otherwise
 - Producing materials and posts for social media, in a range of formats including video, visual and text formats
 - Supporting the development of the CBF "Challenge" newsletter
 - Updating the CBF database as required
 - Updating the CBF websites as required
6. Ensuring regular communication with other members of the CBF team, including
- Attendance at team meetings
 - Contributing to regular adult and children policy meetings
 - Contributing to joined up working between the Policy and Family Support Team
7. Any other tasks as determined by the Line Manager.

This role requires a Basic Disclosure Check