

Job Description: Policy and Projects Officer

Title of post:	Policy and Projects Officer
Responsible to:	Policy Lead
Hours:	4 days per week (up to 30 hours, hours negotiable)
Based at:	The Challenging Behaviour Foundation office, Chatham, Kent (5 min walk from Chatham train station) (remote working will be considered)
Length of post:	6 months

The Challenging Behaviour Foundation (CBF) is an independent registered charity that supports children, young people and adults with severe learning disabilities whose behaviour challenges and their families. We support, equip and empower families through our individual Family Support work, which informs our Strategic Influencing work to drive change nationally based on best practice evidence.

The Sharland Foundation Developmental Disabilities ABA Research and Impact Network (SF-DDARIN) is a network of like-minded research practitioners aiming to increase the reach and impact of behaviourally based interventions for children and adults with learning disabilities (including people with learning disabilities who are autistic) to support their independence and increased quality of life.

Objectives:

- Undertaking research, impact, and influencing work on Positive Behavioural Support (PBS) drawing on the expertise of both SF-DDARIN and the CBF which meets objectives of both organisations
- Supporting the CBF's work to influence change in national policy and practice, particularly regarding PBS, reducing restrictive interventions, and direct engagement with people with severe learning disabilities
- Supporting the Challenging Behaviour National Strategy Group (CB-NSG) and the research sub-group with PBS related projects
- Working with the CBF's Policy Team to co-ordinate and take forward the work of the CB-NSG, including the various subgroups
- Contributing to the CBF's project work exploring, identifying, and sharing best practice to influence change in national policy and implementation

Responsibilities:

Responsibilities will include:

1. Supporting PBS-related research and impact activity within SF-DDARIN, the CB-NSG research group, and the Tizard family carer research group including:
 - Undertaking basic research and impact work, for example by preparing, setting up, conducting, and recording the outcome of intervention evaluations, developing questionnaires, and conducting surveys
 - Conducting literature and database searches
 - Collecting data and maintaining data records
 - Assisting in the preparation of research write-ups, conference presentations, and proposals for research funding
 - Contributing to research ethics proposals
 - Continuing to update knowledge and develop skills
2. Gathering information and evidence to support an application to evaluate the CBF's PBS workshops
3. Working with the CBF's Policy Team to co-ordinate and take forward the work of the CB-NSG and associated subgroups (including the data group, campaign families group, housing subgroup and others). This may include:
 - Planning and organising national meetings of key stakeholders, steering group meetings, and subgroup meetings in collaboration with colleagues
 - Preparing papers for national, steering group, and subgroup meetings
 - Supporting the delivery of actions agreed at national and subgroup CB-NSG meetings
 - Maintaining and reviewing CB-NSG membership (overall group and subgroups) and supporting with the recruitment of new members
 - Researching, extracting and reviewing information and data to contribute to CBF campaign activity
 - Supporting with other tasks identified by the steering group or CBF Policy Team
4. Working with the CBF's Policy Team to support the delivery of a range of CBF projects focusing on best practice as appropriate, in all phases of project delivery by:
 - Organising meetings, including preparing 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 projects
 - Preparing and disseminating surveys
 - Extracting and reviewing data, including summarising information collected into reports
 - Contributing to preparing presentations and reports, sharing the results and conclusions of projects
 - Contributing to writing social media posts and website summaries to share updates on projects as appropriate
5. Contributing to internal and external communications of the CBF, 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
 - Submitting articles for the CBF's "Challenge" newsletter
 - Updating relevant information on the CBF database as required
 - Updating relevant areas of the CBF website as required
6. Ensuring regular communication with other members of the CBF team, including:
- Contributing to team meetings
 - Contributing to regular adult and children policy meetings
 - Contributing to joined up working between the Policy and Family Support Team
 - Supporting the Policy, Project and Information interns
7. Any other tasks as determined by the Line Manager

This role requires standard employment checks and a Basic Disclosure Check