

**The Challenging Behaviour Foundation – (CBF) Registered Charity No: 1060714**

**Person Specification – Co-production & Engagement Lead**

Applicants will be expected to demonstrate the following through the recruitment process.

Applicants should detail their skills, experience and knowledge for all items marked with \* in the covering letter (maximum 2 sides of A4) as this will be scored as part of the shortlisting process.

**Experience and knowledge**

		Essential/ Desirable
1.	Knowledge/ experience of the issues affecting children and/or adults with learning disabilities and behaviour described as challenging	Essential*
2.	Knowledge of key policy, best practice and research affecting children and/or adults with learning disabilities and behaviour described as challenging	Essential*
3.	Knowledge of the education, health and social care system (children and/or adults), the legal and regulatory frameworks and experience of interacting with some or all of these.	Essential*
4.	Knowledge and experience of co-production, partnership working and stakeholder engagement including chairing and/or facilitating external/stakeholder meetings	Essential*
5.	Experience in managing a complex project including measuring impact/evaluation, risk management, managing expectations (internal and external) and activities to ensure project success.	Essential*
6.	Experience in managing budgets	Essential*
7.	Experience of managing, motivating and supervising staff - adapting support for individual staff needs to maximise strengths	Desirable*
8.	Experience of voluntary sector working	Desirable*

## Skills / personal qualities

9.	Ability to motivate and influence at all levels – including ability to adapt to changing circumstances and environments with the flexibility to maximise opportunities	Essential*
10.	Excellent communication skills - including confidence in public speaking - comfortable presenting to groups. Ability to produce high quality written materials tailored to different audiences. Excellent listening skills	Essential*
11.	Good IT skills – proficient in use Office 365 applications including SharePoint and PowerPoint	Essential
12.	Ability to work collaboratively, independently and as part of a team	Essential
13.	Ability to think strategically and identify opportunities for sharing good practice and raising awareness	Essential
14.	A commitment to promoting equality, diversity and human rights.	Essential
15.	Commitment to personalisation and the values and principles within the Challenging Behaviour–National Strategy Group charter <a href="https://bit.ly/CB-Charter">https://bit.ly/CB-Charter</a>	Essential
16.	Ability to travel - willing to stay away from home and work in different locations when necessary	Essential

NOTE: This post is subject to a basic disclosure check.