

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

Role Description - Co-production and Engagement Lead

Responsible to:	Chief Executive (CEO)
Hours:	30 hours per week
Contract:	Fixed term to 31 st March 2027
Based at:	CBF office, Chatham (5 min walk from Chatham train station). Remote/Hybrid Working will be considered. Travel required

OBJECTIVES:

- To manage the delivery of a 3-year project funded by the National Lottery Community Fund.
- To work in partnership with the CBF staff to deliver the charity's objectives with a particular focus on:
 - driving change through sharing best practice
 - facilitating engagement with family carers
 - co-production approaches through delivery of local projects and workshops
- To facilitate, promote and embed partnership working with family carers in local areas and to promote lived experience at an individual, regional and national level to influence policy and practice.
- To share, create and deliver the learning and resources from national project work and research with local areas and generate income from these.
- To promote and implement a CBF national training delivery plan.
- To contribute as a member of the Senior Management Team to the overall work and approach of the CBF.

RESPONSIBILITIES:

Responsibilities will include:

1. Working closely with the Senior Management Team (SMT) to:
 - ensure organisational planning and development of the co-production and engagement work with local partners including family carers.
 - develop ideas to take forward work proposals to SMT and the Trustee Board as required.
 - contribute to, and influence networks across the sector, including representation at meetings & nurturing individual contacts and relationships as relevant.
 - provide reports and recommendations to SMT and the Trustee Board as required.

2. As a member of the Senior Management Team:
 - ensure that the charity meets its legal/ statutory and funding requirements and responsibilities.
 - ensure that CBF policies and procedures are implemented.
 - identify and plan key work areas for the CBF to deliver its objectives.
 - line management and supervision of the workshop co-ordinator and family carer project workers. Responsible for the direction, motivation, leadership and management of all project team members.
3. Lead a 3-year National Lottery funded project to deliver the agreed outcomes including:
 - Deliver/refine the project plan.
 - Establish, support, and coordinate a steering group with appropriate membership to have oversight of project delivery.
 - Management of project budget and resources and reporting responsibilities.
 - Recruitment and line management of Family Carer Coordinators and task management of Intern to support the project.
 - Identify and set up a community of practice/multi-stakeholder network within a specified local area (3 in total) based on existing connections.
 - Share information about the network and its aims and secure local support for it.
 - Recruit people to join the network and attend meetings.
 - Facilitate delivery of the CBF range of workshops to each local network.
 - Facilitate a 2-way connection between the network and national issues and priorities.
 - Develop and deliver a communications plan for the project.
 - Appointment and oversight of independent evaluation and monitoring activities.
4. Working closely with the CBF team to ensure that lived experience and co-production approaches are embedded in all CBF work including:
 - Demonstrating collaborative working and co-production.
 - Identifying good practice to share.
 - Identifying barriers to progress / local support and finding solutions (or escalating nationally).
5. Building and maintaining positive relationships with all external stakeholders.
6. Identifying opportunities, securing and managing relevant paid for work/projects, including development work and delivery following regional and national CBF project work.
7. Providing input to the work of the Challenging Behaviour-National Strategy Group (CB-NSG) with a particular focus on local delivery of best practice.
8. Representing the CBF at national, regional, and local events, including public speaking as required.
9. Ensuring regular communication with other members of the CBF team, including input to Senior Management Team and whole team meetings as required.
10. Any other tasks as determined by the CEO.