



CHALLENGING BEHAVIOUR FOUNDATION (CBF) - JOB DESCRIPTION

- Title of post:** Policy & Project Internship
- Responsible to:** Adult 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:** 1 Year Fixed Term Contract
- Salary:** Real Living Wage (Currently £12.00ph - £23,400 FTE)

OBJECTIVES:

- To support the creation of regional Communities of Practice, a project funded by the National Lottery Community Fund.
- To contribute to CBF's policy work raising awareness of the issues faced by children and adults with severe learning disabilities and their families
- To support the Challenging Behaviour – National Strategy Group
- To support the CBF's communications strategy

RESPONSIBILITIES:

Responsibilities may include:

1. Working with the Coproduction Lead and family carer project partners to support the set-up of a 3-year National Lottery funded project including:
 - Setting up and supporting a steering group including preparation of papers, and the recording and implementation of actions
 - Working with stakeholders across health, social care and education to identify current issues in meeting the needs of people with learning disabilities and using best practice and research to consider how these can be addressed
 - Convening and attending a community of practice/multi-stakeholder network aiming to improve the quality of life for people learning disabilities within a local area including preparation of papers, participating in discussions, recording and following up actions
 - Identifying and supporting ways to share the regional community of practice work nationally
 - Supporting data collection in collaboration with an independent evaluator
2. Working with the Policy Team to support the Challenging Behaviour – National Strategy Group (CB-NSG) and steering group:

- Organising and attending national and subgroup meetings of key stakeholders, in collaboration with colleagues to influence policy and campaign for change to enable people with learning disabilities to have good lives.
 - Preparation of papers for national, steering group and subgroup meetings
 - Maintaining and reviewing group memberships
 - Extracting, reviewing and presenting data to contribute to campaign activity
 - Supporting the delivery of actions identified by the steering group and subgroups
3. 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
 - Developing content for the CBF “Challenge” newsletter
 - Updating content on the CBF database as required
 - Updating content on the CBF websites as required
4. Ensuring regular communication with other members of the CBF team, including
- Attendance at team meetings
 - Preparing the agenda and chairing the weekly Policy Team meeting
 - Contributing to joined up working across all teams within the CBF
5. Any other tasks as determined by the Line Manager.

This role requires a Basic Disclosure Check.