



## **CHALLENGING BEHAVIOUR FOUNDATION (CBF) - JOB DESCRIPTION**

- Title of post:** Paid Policy & Research Internship
- Responsible to:** Children & Young People 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 contribute to CBF's policy work raising awareness of the issues faced by children, young people and adults with severe learning disabilities and their families
- To support the Challenging Behaviour Foundation's national and local project work exploring, identifying and sharing best practice to influence change
- To support the co-production of research studies
- To support the CBF's communications strategy

### **RESPONSIBILITIES:**

Responsibilities may include:

1. Researching information to input into CBF's Policy work including reports, consultations and key correspondence. 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 content or questions
  - Ensuring references and links to external resources are accurate and up to date.
  - Supporting the development of information resources or multimedia resources.
2. Working with CBF Leads and CBF project workers to support the delivery of national and local project work, including:
  - Delivery of project plans and outcomes to agreed timescales
  - Organising meetings in collaboration with colleagues

- Preparation and circulation of papers for meetings
  - Recording discussions and agreed actions in meetings
  - Supporting the delivery of agreed actions
  - Maintaining and reviewing group membership
  - Preparing progress reports tailored to different audiences
3. To support the CBF's co-production of research including:
- Building and maintaining positive relationships with researchers and family carer advisory groups
  - Organising meetings in collaboration with colleagues
  - Preparation and circulation of papers for meetings
  - Recording discussions and agreed actions in meetings
  - Supporting the delivery of agreed actions
  - Maintaining group membership and record keeping of attendance
4. 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 content on the CBF database as required
  - Updating content on the CBF websites as required
5. 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 between all teams within the CBF.
6. Any other tasks as determined by the Line Manager.

This role requires a Basic Disclosure Check