

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

**Title of post:** 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). Hybrid working considered.

**Length of post:** 1 Year Fixed Term Contract

**Salary:** Real Living Wage (Currently £12.60ph - £24,570 FTE)

### **OBJECTIVES:**

- To contribute to The CBF's policy work raising awareness of the issues faced by children, young people and adults with severe learning disabilities whose behaviour challenges and their families
- To support The CBF'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 delivery of The CBF's communications strategy

### **RESPONSIBILITIES:**

Responsibilities may include:

1. To support The CBF's co-production of research including:
  - Building and maintaining positive relationships with researchers and family carer advisory groups
  - Supporting the recruitment of new advisory groups
  - Organising meetings in collaboration with colleagues
  - Preparation and circulation of papers for meetings
  - Attending in person and online meetings and recording discussions and actions
  - Supporting the delivery of agreed actions
  - Maintaining group membership and record keeping of attendance/payments

2. Contributing to The CBF's Policy work including consultation responses, internal and external meetings, reports and key correspondence. This will include:
  - Sourcing up to date research evidence and best practice
  - Working collaboratively with family carers and professionals
  - Drafting content or questions
  - Supporting the planning, delivery and appropriate follow up of internal and external meetings
  - Ensuring references and links to external resources are accurate and up to date
  - Supporting the development of information resources or multimedia resources
3. Working with The CBF Leads and The 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/events 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
4. Contributing to internal and external communications of the charity, including:
  - Communicating with a range of stakeholders and The CBF's networks
  - Supporting with content for email mailings, social media, The CBF's "Challenge" newsletter and website
  - Producing materials and posts for social media, in a range of formats including video, visual and text formats
  - Updating content on The CBF's database as required
5. Ensuring regular support for and 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
  - Administrative tasks as required
6. Any other tasks as determined by the Line Manager.

This role requires a Basic Disclosure Check