

## **Job Description – Forward Together Family Carer Project Worker**

### **(Kent & Medway)**

**Title of post:** Forward Together Family Carer Project Worker

**Responsible to:** Forward Together Project Lead

**Hours:** 4 hours a week, worked flexibly

**Contract:** Fixed term contract (to end June 2027)

**Salary:** Real Living Wage (Currently £12.60 per hour)

**Location:** Home based (you must live in Kent/Medway) plus attendance at events\*

*\*Will require some attendance at online meetings during core office hours and attendance at two Community of Practice events per year, which will take place in person within Kent/Medway*

### **BACKGROUND:**

The CBF worked in 3 regions in England to deliver a National Lottery Community Fund project “[\*Getting it Right\*](#)” from February 2019 to June 2023. Learning from and building on that project, new work has been funded. The Forward Together project, also funded through the National Lottery Community Fund started in 2024 is working with three regions to connect with local stakeholders, develop a regional network, facilitate meetings, agree and implement actions and link to the established Challenging Behaviour National Strategy group (CB NSG).

### **OBJECTIVE:**

To utilise your lived experience to support the delivery of the Forward Together Project plan (a 3-year project [2024-2027] funded by the National Lottery) to improve services and support for people with severe learning disabilities whose behaviour challenges, and their family carers in the South East. Your role will focus on reaching and engaging with family carers whose relative has a severe learning disabilities and challenging behaviour, identifying local contacts, groups and initiatives that can contribute to regional networks and community of practice events. In years 2 and 3, working with the

project lead, other CBF staff, local contacts and the 2 other regional Family Carer Project Workers, you will support the delivery of biannual meetings (community of practice events).

## **RESPONSIBILITIES:**

Responsibilities will include working with colleagues and local stakeholders to set up the Kent and Medway Regional Network and delivery of Community of Practice (CoP) events and deliver the Forward Together project by:

1. Using your experience of local/ regional groups and networks to identify key individuals and groups to engage as part of this project
2. Agreeing with the project lead who to approach and setting up meetings online to share information and recruit network members
3. Providing regular email updates to project partners, stakeholders and local networks to ensure continued engagement and co-production of the network
4. Attending and contributing your lived experience to meetings and implementing follow up actions
5. Facilitating meetings with family carers and stakeholders to gather views and experiences and suggestions for the CoP
6. Recording actions and progress to feed into the project reporting processes
7. Making effective use of supervision, to progress actions and support your own wellbeing
8. Following CBF's policies and procedures including safeguarding and confidentiality
9. Attendance and contributing to 30-minute weekly online internal project meetings with CBF colleagues to input ideas and update on progress
10. Attendance and contributing to quarterly online steering group meetings and bi-annual national strategy meetings (online or in-person)
11. Attending and contributing to two regional Community of practice events a year
12. Any other tasks as determined by the Line Manager