

Person specification – Learning Disability Practice and Projects Lead

Applicants will be expected to demonstrate the following through the recruitment process.

Applicants should detail evidence for all items marked with * in the covering letter (maximum 2 sides of A4) as this will be scored as part of the shortlisting process.

Knowledge and experience

1	Experience of and commitment to co-production and partnership working with family carers and people with learning disabilities	Essential*
2	Knowledge/experience of the issues facing children, young people and adults with severe or profound learning disabilities, whose behaviours may be described as challenging and their families	Essential *
3	Knowledge/experience of evidence and best practice in supporting people with learning disabilities whose behaviours may be described as challenging	Essential *
4	Management and/or leadership experience relevant and transferrable to this role including people management, project leadership, experience of contributing to and representing organisational objectives and budget management	Essential*
5	A relevant professional qualification or experience (e.g. social work, learning disability nursing, PBS qualification, experience in education, social care or health) or lived experience as a family carer	Desirable
6	Project management expertise	Desirable
7	Experience of developing or delivering training workshops	Desirable
8	Experience of voluntary sector working	Desirable

Skills/personal qualities

9	Empathy for individuals with severe learning disabilities and their families, with deep understanding of the challenges they face	Essential*
10	Understanding and alignment with the CBF values and the CBF charter and a commitment to equality, diversity and inclusion	Essential*
11	Team work and leadership skills and the ability to work collaboratively and get the best out of people	Essential*

12	Strong verbal and written communication skills including public speaking/presentation skills	Essential*
13	Ability to lead, support and develop staff	Essential*
14	Confidence to represent families and the CBF externally with a range of audiences and stakeholders and to chair and facilitate effective, action-focussed meetings	Essential*
15	Good IT skills – proficient in Office 365 applications including PowerPoint and SharePoint and able to learn and adapt to new applications	Essential*
16	Familiarity with digital work management tools e.g. Trello	Desirable
17	Skilled in communicating with individuals using alternative communication methods for example Talking Mats, Makaton or other signing, Intensive Interaction, PECS. social stories, objects of reference	Desirable

NOTE: This job is subject to a basic disclosure check.

The role requires occasional travel across the UK, attendance at quarterly SMT meetings in London and the ability to work at the office in Chatham when required, as agreed with the CEO.