

## **Role Description – Learning Disability Practice and Projects Lead**

<b>Responsible to:</b>	Chief Executive (CEO)
<b>Hours:</b>	30 hours per week
<b>Salary:</b>	£28,000 - £32,000 (£35,000- £40,000 FTE)
<b>Contract:</b>	Fixed-term until 30 April 2031
<b>Based at:</b>	Hybrid or office based preferred, remote working will be considered. CBF office is in Chatham (5 min walk from Chatham train station).  Occasional UK wide travel required and quarterly meetings in London

### **OBJECTIVES:**

- To lead a flagship new UK wide project (*Making it Matter*) to increase direct engagement with young people who have been historically excluded from engagement activities.
- To drive change and improvement in learning disability practice through raising awareness of and leading the team that implements CBF co-produced training workshops.
- To promote best practice in support for people with severe learning disabilities whose behaviours may challenge.
- To contribute to the leadership of the charity as a member of the Senior Management Team (SMT).

### **RESPONSIBILITIES:**

Responsibilities will include:

1. Leading a five-year project to increase direct engagement with young people who have been historically excluded from engagement activities because they do not communicate using speech and/or are assessed as not having capacity.
  - Lead on key **relationships**, including with funders, internal colleagues and project partners, providing reports and updates as required, actively communicating and managing relationships effectively.

Lead the team to:

- Plan and establish the **project infrastructure** including steering group, project plan and budget. Provide effective leadership to ensure the project team have clear direction and support to deliver high quality work on time and to budget, escalating risks and issues as necessary.

- Establish and oversee a **panel** of young people to inform the Challenging Behaviour-National Strategy Group via video input, (a multi-stakeholder group focussed on strategic influencing).
  - Oversee development and marketing of a **training workshop** by an expert group. Use the workshop to help other organisations learn how to engage this group of young people in a way which will influence policy.
  - Establish a national online **community of practice** to learn about better engagement with people with severe and profound and multiple learning disabilities.
2. Drive change and improvement in learning disability practice through CBF training workshops:
- Promote awareness of CBF co-produced and co-delivered training workshops.
  - Support the Workshops Manager and CBF Administrator to oversee effective implementation.
  - Explore options for workshop evaluation and provide quarterly updates on impact.
3. Build on well-established CBF relationships to promote best practice. To include:
- Promoting practices which have a strong evidence base for improving the lives of people with severe learning disabilities whose behaviours may challenge among commissioners and professionals, for example Positive Behaviour Support (PBS), trauma-informed approaches, reducing the use of psychotropic medication (STOMP/STAMP) and early parent support.
  - Effective representation for the CBF at national, regional, and local events, including public speaking.
4. As a member of the Senior Management Team:
- Embody CBF values and ensure all work has the voices of family carers at the centre.
  - Work as part of a team with CBF colleagues to implement the CBF strategic plan, input to new project proposals and oversee staff management to ensure a motivated and well-supported CBF staff team delivering high quality work.
  - Attend and actively contribute to quarterly SMT planning days in London and weekly online SMT meetings plus fortnightly online whole team meetings and other internal meetings where practice input is required.
  - Ensure that the charity meets its legal/ statutory and funding requirements and responsibilities.
  - Ensure that CBF policies and procedures are implemented.
  - Line management and supervision of the Making it Matter Project Manager and Training Workshop Manager, some task management responsibility for the Policy and Research Intern and the Team Administrator.
5. Any other tasks as determined by the CEO.