



The Challenging Behaviour Foundation – (CBF) Registered Charity No: 1060714

Person Specification – Forward Together Project Lead

Applicants will be expected to demonstrate the following through the recruitment process. Applicants should detail their skills, experience and knowledge 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.

Qualifications, experience and knowledge

1	Knowledge/ experience of the issues affecting children and/or adults with learning disabilities and behaviour described as challenging	Essential*
2	Knowledge of key policy, best practice and research affecting children and/or adults with learning disabilities and behaviour described as challenging	Essential*
4	Knowledge and experience of co-production, partnership working and stakeholder engagement including facilitating external/stakeholder meetings	Essential*
5	Educated to degree level in relevant subject (eg psychology, nursing) or equivalent level of experience	Essential*
6	Experience in managing a project including delivering to time and budget and keeping all project stakeholders involved and informed	Essential*
7	Experience of working well as part of a team, task managing colleagues and motivating others	Essential*
8	Experience of voluntary sector working	Desirable
9	Experience of line management	Desirable

Skills and qualities

8	Excellent communication skills. Ability to deliver presentations and produce high quality written materials tailored to different audiences.	Essential*
9	Good IT skills – proficient in use Office 365 applications including SharePoint and PowerPoint	Essential*
10	Ability to think strategically and identify opportunities for sharing good practice and raising awareness	Essential*
11	A commitment to promoting equality, diversity and human rights.	Essential*

12	Commitment to personalisation and the values and principles within the Challenging Behaviour–National Strategy Group charter https://bit.ly/CB-Charter	Essential*
13	Familiarity with project management tools such as Trello	Desirable

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

Occasional travel and overnight stays will be required for community of practice events