

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

Forward Together Project Manager

Responsible to:	Policy Lead
Hours:	22.5 hours per week
Salary:	£35,000 FTE
Contract:	Fixed term to 31 st March 2027
Based at:	CBF office, Chatham (5 min walk from Chatham train station). Remote/Hybrid Working will be considered. Travel required

BACKGROUND:

The CBF uses projects to develop and share best practice. We 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, we were funded for a 3-year project running from April 2024 to March 2027. The Forward Together project, also funded through the National Lottery Community Fund works with 3 regions to connect with local stakeholders, develop a regional Community of Practice, facilitate meetings, agree and implement actions and link to the established Challenging Behaviour National Strategy group (CB NSG).

OBJECTIVES:

- To project manage the final year of the Forward Together project funded by the National Lottery Community Fund.
- To maintain relationships with key leaders, families and professionals in Manchester and Salford, the Black Country and Kent and Medway to deliver CBF and project objectives.
- To line manage and support family carer project leads in the 3 local areas and to promote lived experience to influence policy and practice.
- To ensure findings of the project encourage local action in the 3 areas and national action via CB-NSG

RESPONSIBILITIES:

Responsibilities will include:

1. Project manage the final year of the 3-year National Lottery funded project to deliver the agreed outcomes including:
 - Support and co-ordinate 2/3 steering group meetings

- Use information gathered to date to write a short briefing for each area on what has been learnt and recommended actions
 - Organise and attend three final in-person events (one in each area) in partnership with family carer leads to share findings and promote action in response
 - Report on progress to the steering group and the National Lottery.
 - Manage project budget and resources and maintain up to date records, co-ordinating with finance lead
 - Share information via the regional email networks
 - Work with the family carer project workers to deliver appropriate regional presentations about the project
 - Liaise with the Workshops Manager to ensure agreed workshop offers are delivered in each area
 - Support the delivery of July CBNSG in London to share Forward Together findings
 - Support the communications plan for the project in partnership with the CBF Communications Lead and Officer.
 - Work with the independent evaluator for the project to monitor activities and evaluate the projects effectiveness, including liaising with t for data when needed
2. Maintaining positive relationships with all external stakeholders.
 - Maintain regular contact with project leads in each area
 - Encourage best practice in co-production/partnership working
 - Deliver the project flexibly as far as is possible within constraints, in order to meet local needs
 3. Input to a report showing what life is like for people with severe learning disabilities in 2027, including possible survey of families to inform
 4. Providing input to the work of the Challenging Behaviour-National Strategy Group (CB-NSG) with a particular focus on local delivery of best practice.
 5. Ensuring regular communication with other members of the CBF team, including input to Senior Management Team as required.
 - Facilitate weekly half hour check ins with the Forward Together team
 - Attend and contribute to fortnightly Policy KIT, Comms and whole CBF team meetings
 6. Line Management of and support for 3 Family Carer leads and task management of Intern and Admin Assistant
 7. Any other appropriate tasks as determined by your line manager or the CEO.