

## **THE CHALLENGING BEHAVIOUR FOUNDATION (THE CBF) - JOB DESCRIPTION**

<b>Title of post:</b>	<b>Policy &amp; Research Internship</b>
<b>Responsible to:</b>	<b>Policy Lead</b>
<b>Hours:</b>	<b>5 days per week (37.5 hours, Monday to Friday)</b>
<b>Based at:</b>	<b>The Challenging Behaviour Foundation office, Chatham, Kent (5 min walk from train station). Hybrid working considered.</b>
<b>Length of post:</b>	<b>1 Year Fixed Term Contract</b>
<b>Salary:</b>	<b>Real Living Wage (Currently £13.45ph - £26,227.50 FTE)</b>

### **OBJECTIVES:**

- To contribute to national policy influencing work, including the work of the action-focussed Challenging Behaviour National Strategy Group, raising awareness of the issues faced by children, young people and adults with severe learning disabilities whose behaviour challenges and their families
- To support the co-production of national research studies with leading learning disability researchers and family carers
- To support delivery of The CBF's communications strategy

### **RESPONSIBILITIES:**

Responsibilities may include:

1. To support the CBF's co-production of research including:
  - Building and maintaining positive relationships with researchers and family carer advisory groups
  - Supporting the recruitment of new advisory groups
  - Organising and preparing papers for meetings in collaboration with colleagues
  - Attending in person and online meetings and recording discussions and actions
  - Supporting the delivery of agreed actions
  - Maintaining group membership and record keeping of attendance/payments

2. Contributing to the CBF's national policy influencing work including consultation responses, internal and external meetings, reports and key correspondence. This will include:
  - Sourcing up to date research evidence and best practice
  - Working collaboratively with family carers and professionals
  - Drafting content or questions
  - Supporting the planning, delivery and appropriate follow up of internal and external meetings
  - Ensuring references and links to external resources are accurate and up to date
  - Supporting the development of information resources or multimedia resources
3. Working with the Policy Team to support the Challenging Behaviour – National Strategy Group (CB-NSG) and steering group:
  - Organising and attending national and subgroup meetings of key stakeholders, in collaboration with colleagues to influence policy and campaign for change to enable people with learning disabilities to have good lives.
  - Preparation of papers for national, steering group and subgroup meetings
  - Supporting the delivery of actions identified by the steering group and subgroups
4. Contributing to internal and external communications of the charity, including:
  - Communicating with a range of stakeholders and The CBF's networks
  - Supporting with content for email mailings, social media, The CBF's "Challenge" newsletter and website
  - Producing materials to disseminate CBF's policy, research and project work, in a range of formats including video, visual and text formats
  - Updating content on The CBF's database as required
5. Ensuring regular support for and communication with other members of The CBF team, including:
  - Attendance at team meetings
  - Preparing the agenda and chairing the weekly Policy & Projects Team meeting
  - Contributing to joined up working between all teams within The CBF
  - Administrative tasks as required
6. Any other tasks as determined by the Line Manager.

This role requires a Basic Disclosure Check