



THE CHALLENGING BEHAVIOUR FOUNDATION (CBF) - JOB DESCRIPTION

Title of post: Projects & Events Internship

Responsible to: Project Manager

Hours: 5 days per week (37.5 hours, Monday to Friday)

Based at: The Challenging Behaviour Foundation office, Chatham, Kent (5 min walk from train station) Hybrid working considered

Length of post: 1 Year Fixed Term Contract from September 2026 (with the option of an earlier start date and longer contract)

Salary: Real Living Wage (Currently £13.45ph - £26,227.50 FTE)

OBJECTIVES:

- To support organisation and delivery of the Challenging Behaviour – National Strategy Group (a well-established and influential bi-annual national conference, with action-focussed subgroups)
- To support delivery of the final year of the Forward Together project (until end March 2027), a project funded by the National Lottery Community Fund including three regional Community of Practice events.
- To support the delivery of the Making It Matter project, funded by the National Lottery UK Fund, including filming direct engagement activities with young people with severe or profound learning disabilities, and their families.
- To help raise awareness, through events, communications and fundraising, of the issues faced by children and adults with severe learning disabilities whose behaviour challenges and their families
- To support delivery of the CBF's fundraising and communications strategy

RESPONSIBILITIES:

Responsibilities may include:

1. Working with the Forward Together Project Lead and family carer project partners to support the 3-year National Lottery funded project including:
 - Supporting quarterly steering group meetings including preparation and circulation of papers, and the recording and implementation of actions
 - Convening and attending three in-person regional community of practice/multi-stakeholder network events, aiming to improve the quality of life for people learning disabilities within a local area including preparation of papers, participating in discussions, recording and following up actions
 - Supporting national awareness raising activities

- Supporting data collection in collaboration with an independent evaluator
 - Liaising with the workshops manager and stakeholders to support the delivery of the suite of workshops in the three areas
2. Working with the project team i to support the delivery of the new 5-year project Making It Matter including:
- Supporting quarterly steering group meetings and working group meetings
 - Supporting the project manager with the setup of a youth panel of young people with severe or profound and multiple learning disabilities; including initial meetings with families and support circles, best interest process and safeguarding
 - Once panel is established, support project manager in:
 - i. Carrying out monthly engagement visits
 - ii. Using equipment such as cameras to capture media materials from engagement sessions
 - iii. Using project learning to influence nationally including through community of practice events and CBNSG meetings
 - Liaise with key project stakeholders such as project partners, and workshop pilot sites
 - Assist in data collection to support the projects independent evaluation
3. Supporting the organisation and delivery of a biannual national conference - the Challenging Behaviour – National Strategy Group (CB-NSG) and co-ordinating the steering group that supports it:
- Organising national meetings and subgroups 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
 - Maintaining and reviewing group memberships
 - Supporting the delivery of actions identified by the steering group and subgroups
4. Contributing to internal and external communications of the charity, this may include:
- Providing administrative and communications support for fundraising and engagement activity when required
 - Assisting with increasing engagement through the charity's social media platforms including identifying and alerting the CBF team to opportunities for social media activity
 - Copywriting, drafting and editing articles as required for the website and *Challenge* newsletter
 - Supporting the maintenance of the photo and video archive, family stories and case studies, including researching and writing new case study materials and capturing images and video content as required

- Assisting in the production of literature and presentations ensuring they are branded appropriately and consistently
 - Supporting the production and updating of content for the website
5. Supporting fundraising activities e.g. through developing case studies, supporting fundraising volunteers.
 6. Ensuring regular support to and communication with the CBF team, including:
 - Attendance at team meetings
 - Preparing the agenda and chairing the weekly Policy and Projects meeting
 - Contributing to joined up working across all teams within the CBF
 - Administrative support
 7. Any other tasks as determined by the Line Manager.

This role requires a Basic Disclosure Check.