

The Challenging Behaviour Foundation – (CBF) Registered

Charity No: 1060714

Person Specification – Projects & Events Internship

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.

Experience and knowledge

		Essential/ Desirable
1.	Relevant degree (including but not limited to business administration, events management, project management, film or media, psychology, sociology, social policy)	Essential
2.	Experience of working with children or adults with learning disabilities and/or autism and behaviour that challenges	Desirable*
3.	Knowledge and understanding of learning disabilities, challenging behaviour and related issues	Desirable
4	Knowledge and understanding of different methods of communication that might be used by individuals with learning disabilities	Desirable*

Skills / personal qualities

		Essential/Desirable
5.	Excellent organisational skills including the ability to manage a varied workload, work independently and work to deadlines	Essential*
6.	Ability to source information and present complex information and concepts in a way that is simple and easy to understand	Essential*
7.	Confident in capturing video and photo imagery which makes an impact including use of media equipment such as digital cameras and basic understanding of lighting, composition etc	Essential
8.	Excellent written communication skills, able to communicate in a range of styles to suit the audience	Essential*
9.	Sound IT and word processing skills, ability to learn and use new applications quickly. Proficient in the use of Office 365 applications including SharePoint	Essential

10.	Excellent listening and oral communication skills	Essential
11.	Initiative and self-motivation	Essential*
12.	Ability to work collaboratively with a range of external partners	Essential*
13.	Ability to work flexibly within in a small team environment	Essential*
14.	Ability to empathise with the needs of family carers	Essential
15.	A commitment to promoting equality, diversity and human rights.	Essential
16.	Willingness to undertake occasional travel to meetings across England which will involve travelling outside of your usual working hours and possible overnight stays	Essential