

Workforce Development Lead PBS - Job Description

Job Title	Workforce Development Lead – Positive Behaviour Support (PBS)
Department	Development / CAPBS
Responsible to	Director of Development
Responsible for	PBS Associate Consultants
Location	Remote working
Salary	£40,000.00 FTE
FTE	0.8FTE
Contract	Temporary (1 year with potential to extend)

Role Summary:

As Workforce Development Lead for Positive Behaviour Support your role will be to support the development of positive cultures and capable environments in the organisations that Bild works with.

Your time will be balanced across these four core areas of activity, detailed below.

Key Responsibilities and Duties:

1. Business development:

- Presenting and attending events to promote our PBS work
- Advising potential customers on PBS workforce development programmes in line with Bild workforce development framework
- Actively seek new business opportunities

2. Supporting existing customers

- Overseeing contracts and working with the delivery team to deliver a good quality service
- Build and maintain relationships with customers
- Providing enhanced support to a small number of organizations who contract Bild as continuous improvement partners

3. Freelance associate management, support and quality assurance

- Recruiting and inducting a team of high-quality PBS associates and peer educators
- Providing line management and support and appropriate CPD for associates
- Implementing a quality review of associates
- Allocating associates, to appropriate work and overseeing quality

4. PBS Programme development and quality assurance

- Working proactively with the Development Director and PBS Qualification Lead to ensure all PBS programmes (accredited and non-accredited) are in line with contemporary thinking and align with Bild value base
- Ensuring congruence between all Bild PBS programmes materials
- Leading co production in PBS programme development and delivery
- Ensuring all PBS programmes are high quality and material is accurate.

5. Delivery of programmes

- Delivery of minimum 8 coaches' programmes per year and other appropriate programmes/consultancy

Other:

Leading the PBS Coaches Community of Practice and attending the PBS Alliance

Supporting programme development and attending the annual PBS conference

General Responsibilities:

- Access and work within Bild's policies and procedures.
- Attend internal cycle of team meetings relevant to this role.
- Engage with line management, supervision (where appropriate) and appraisal process.

- Comply with data protection regulations, ensuring that information on clients, employees, volunteers and other stakeholders remains confidential.
- Take responsibility for personal learning and development with support from line manager.
- Work in a manner that facilitates equal opportunities and inclusion for all.
- Remain professional and respectful at all times, promoting positive relations with all those we encounter in our work.
- Maintain health and safety and risk awareness for self and others across the organisation.
- Undertake any other duties that Bild may require within the remit of this role.

This job description does not form part of the contract of employment. It is intended as a guide to the general scope of duties and is not definitive or restrictive. It is expected that some duties will change over time and this description will be subject to review with the postholder at their annual appraisal.

Person Specification

Job Title	Workforce Development Lead – PBS
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Experience/Skills/Competencies

Knowledge, Skills & Experience	<ul style="list-style-type: none"> • Relevant training or teaching qualification • Knowledge of quality assurance systems • Forward thinking understanding of what good PBS looks like now • Good understanding of active support and practice leadership • Good understanding of good support for people with learning disabilities including autistic people who have a learning disability • Experience of delivering PBS training for a minimum of two years • Experience of implementing PBS across an organisation
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	<ul style="list-style-type: none"> • Ability to engage with a wide range of stakeholders with different levels of understanding (senior managers, practice leaders, direct support staff, families, people who are being supported) • Coaching and mentoring experience (min 2 years) • Experience of working with CRM system (eg Salesforce) • Experience of LMS systems (eg Moodle) • Experience of establishing effective quality assurance systems • Experience of business development and supporting customers
Attitudes & values	<ul style="list-style-type: none"> • Strengths based approach to supporting people • Creative and solution focused • Collaborative working style • Demonstrable Commitment to co-production • Demonstratable commitment to Bild values

Education and Qualifications:

- PBS Qualification Level 5 or above

Other Requirements:

- Commitment to anti-discriminatory practice and equal opportunities and able to apply awareness of diversity issues to all areas of work.
- Regular travel to attend meetings and events (approx. 1 per quarter).
- Occasional evening meetings.
- Able to travel nationally to deliver PBS programmes and consultancy in person
- Enhanced DBS check.

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Job Description Agreement	
Postholder name: Postholder Signature:	Date:
Line Manager Name: Line Manager Signature:	Date:

