

Autism Accreditation Consultant

Division / Function: Autism Accreditation, National Programmes

Reports to : *Head of Autism Accreditation*

Why	<p>Job summary:</p> <ul style="list-style-type: none"> • To provide advice and support to Accreditation members • To provide assistance to the Head of Accreditation in increasing the quality of Provisions and improving outcomes for autistic people
What	<p>Principal accountabilities</p> <ul style="list-style-type: none"> • To respond to enquiries from prospective clients, leading to new registrations. • Play an active role in the Accreditation team, contributing to the development of the service. • To support the capture of current good practice and innovation within the Autism Accreditation Community. • Lead a number of independent assessments of registered services across the suite of Accreditation awards • Manage and work flexibly to fulfil contractual agreements for a designated caseload • Develop, Maintain and Provide autism expertise in order to effectively support accreditation members across all education, social care, criminal justice and general health sectors • Develops strong client relationships across departments and seniority levels, within designated Accreditation member teams • Explore and work with accreditation members to understand their specific autism needs • Establish and deliver workshops on Quality Action Group working for members • Evaluate documentation provided by the service for Accreditation • Provide interpretation and practical advice on how to achieve the standards for Accreditation to services registered and working towards Accreditation • Provide high quality service specific reports for award consideration identifying and outlining the key aspects of autism practice within the provision • Contribute by training and evaluating assessment teams • Contribute to the Autism Accreditation team giving specialist input in key areas e.g. Residential services, Education, Community/Outreach etc. • Representing the National Autistic Society to multiple external autism providers worldwide, upholding its values and achieving its aims <p>Job descriptions only reflect 80% of a role, and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.</p>

	<p>Internal:</p> <ul style="list-style-type: none"> ➤ Accreditation team ➤ Business admin ➤ NAS staff from other depts. ➤ NAS Senior management 	<p>External:</p> <ul style="list-style-type: none"> ➤ Services & schools from allocated caseload ➤ Team Leaders/team members ➤ Autistic people ➤ External Client Management
	Environment	<p>Work; home office</p> <p>Travel: 90% of travel regular overnight stays (infrequently).</p> <p>Hours: Full time 35hrs)</p>
	Scope	<p>Financial: not a budget holder</p> <p>People: no line management</p> <p>Resources: Laptop, smart phone, car allowance</p>
	Safeguarding Responsibilities	<p>The NAS is committed to safeguarding and promoting the welfare of all children and adults who use our services and as such expects all staff and volunteers to share this commitment.</p>
Position	Salary Band: BS5	£33,100
		Date Reviewed: April 2024