



**Ambitious
about Autism**

Business Development Partner

Job description, 2026

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Job description

Job title	Business Development Partner	Team	Service Development
Salary	£44,353 - £49,951 (depending on skills and experience)	Reporting to	Programme Director – Service Development
Hours	35 hours per week, 9am-5pm. Hybrid working.	Line manages	N/A

Approved by: Deputy Chief Executive

Updated: July 2026

Role purpose

Reporting to the Programme Director of Service Development, the Business Development Partner will support the development of high quality, autism-specific education settings across London and the Southeast. With experience and expertise in Project Management, you will demonstrate strong leadership skills in galvanising individuals to achieve identified deliverables within agreed timescales and budgets. You will operate in line with legislation, policy and procedure and best practice.

Key accountabilities and dimensions:

Project Management:

- Prepare detailed project plans with clear tracking of project progress using agreed milestones, and deliverables from project initiation through to project closure.
- Facilitation of regular project development meetings, presenting updates and ensuring project stakeholders are accountable for delivery.
- Monitor and resolve project risks and issues appropriately, escalating where necessary.
- Ensure project/programme management documentation is kept up to date.
- Work within stipulated regulations as outlined by the Department for Education particularly in overseeing property, estate, and construction-related projects
- Maintain and monitor relevant budgets

Business Development:

- Involvement in the preparation of high-quality bid submissions.
- Provide effective external stakeholder account management in partnership with the Programme Director.
- Lead promotion of colleges to achieve learner KPI.
- Maintain market intelligence plans based upon up-to-date research and data analysis.
- Proactively seek and provide accurate, high-level reports to support decision-making for current and future projects including existing business development, new service development, partnerships, and merger opportunities.
- Support the development of new products and services
- Develop strategic partnerships with third parties to support the development of

educational services that have a high impact and reach and are sustainable.

Additional duties:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

The role description is not an exhaustive list. The post holder may be required to undertake other duties commensurate with the role as requested and agreed with their line manager.

Person specification

Role and band competencies		Essential
Specific knowledge, experience and technical skills		
1. Relevant qualifications in Programme & Project Management e.g PRINCE 2/APM/CAPM/PMP) or equivalent experience		X
2. Significant experience of effectively managing the end-to-end business development process, including tendering, mobilising new business and expansion of existing provisions, specifically within the Education/Health/Social Care/Third Sector		X
3. Excellent knowledge of key project processes such as high-level project mapping, design & time management principals.		X
4. Risk management including developing and managing risk registers with internal and external stakeholders.		X
5. Attention to detail combined with the ability to think creatively, pre-empt potential issues and and problem solve.		X
6. Successful track record of managing stakeholders and key client relationships		X
7. Ability to work under pressure. Evidence of ability to plan and prioritise own workload whilst delivering a range of high-profile projects and campaigns.		X
8. Results and quality focused alongside excellent analytical and technical bid writing ability.		X
9. Ability to work flexibly, to specified and often demanding timescales.		X
10. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment		X
Personal attributes		
11. Proactive, organised and solutions focused		X
12. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment		X
13. Strong influencing skills – able to engage successfully with stakeholders at all levels and build successful working relationships both internally and externally		X
14. Excellent verbal communication and creative writing skills with an ability to deal with sometimes complex and/or sensitive situations with professionalism, tact and diplomacy		X
15. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.		X

How to apply

Stage	Timescale
Closing date for applications	Sunday 16 August 2026
Candidates informed of outcome of application	W/C Monday 17 August 2026
Interviews (two stages)	1st stage – Tuesday 25 August 2026 2nd stage – Wednesday 2 September 2026

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, jaxford@ambitiousaboutautism.org.uk

Equal opportunities monitoring

Ambitious about Autism is committed to fostering equity, diversity, and inclusion at every level of our organisation. We warmly welcome applications from all qualified candidates, valuing the diverse backgrounds, experiences, and perspectives they bring. We encourage applications from individuals regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender identity or expression, marital or civil partnership status, pregnancy or parental status, disability, or age.

Our recruitment process promotes equal opportunities, and we are committed to providing reasonable adjustments for candidates with disabilities or additional needs throughout the recruitment process. Please contact our Recruitment Team for accommodations. We recognise disability as a physical or mental impairment that significantly and long-term affects a person's ability to perform day-to-day activities, as defined by the UK Equality Act 2010. All applications will be considered solely on merit, aligned with our mission to support autistic children and young people.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check. As part of our Safer Recruitment checks, an online search maybe carried out in line with Keeping Children Safe in Education.

The Safeguarding responsibilities of the post as per the job description and personal specification.

Whether the post is exempt from the rehabilitation of Offenders Act 1974 and the amendment to the Exceptions Order 1975, 2013 and 2021. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS Filter Guidance.

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

The Pears National Centre for Autism Education
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ info@ambitiousaboutautism.org.uk

🌐 ambitiousaboutautism.org.uk

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**Ambitious
about Autism**

Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 03375255.

Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.