



**Ambitious
about Autism**

Employment Coach

Job description, 2024

Contents

Contents	1
Job description	2
Person specification	4
How to apply	5

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Job description

Job title	Employment Coach	Team	National Services
Job band	£30,904 - £36,934 (depending on skills and experience)	Reporting to	Programme Manager
Hours	35 hours per week, 9am-5pm. Hybrid working.	Line manages	N/A

Approved by: Deputy Director of National Services

Updated: November 2024

Role purpose

The strategic direction of National Services at Ambitious about Autism aims to provide a positive impact to the most amount of autistic children and young people. To achieve this requires a 'digital first' approach to how we scale services and increase our digital offer.

The Employment Coach will support the digital transformation of the employability service by developing new and innovative ways to share information, advice and guidance with candidates.

Initially this will take the format of webinars, workshops, web pages and short-form video content and has the capacity to grow and change as the digital strategy progresses.

This role will also work closely with colleagues to deliver on the wider aims of the employability service by supporting the delivery of information, advice and guidance to autistic young people aged 18-25.

Based within National Services, we aim to reach a national audience and expand our impact beyond our previous London based services. Our purpose is to support autistic young people to transition to adulthood through access to employment and enterprise opportunities.

Key accountabilities and dimensions

- Develop an online resource of employability video content using an existing platform such as YouTube. Edit existing video content and create new resources that can be shared with candidates.
- Deliver careers-related activities as part of the Employ Autism programme, ensuring resources are tailored to the individual needs of the candidate. These may include:
 - CV and cover letter writing
 - Vocational profiles
 - Workplace adjustment passports
 - Job search techniques
 - Reasonable adjustments: how to ask for them, how to discuss with management.
- Support autistic candidates to secure paid internships, apprenticeships and employment.
- Build and support an online community of candidates to ensure that Employ Autism activities are guided by candidates needs and wants.

- Deliver focus groups, peer support and other community events.
- Deliver and develop online workshops and webinars to suit user needs.
- Network with existing partners and other organisations to contribute towards a database of meaningful signposting opportunities.
- Maintain client tracking system to ensure progress of all candidate interactions are recorded and monitored for impact.
- Support team learning and development through self-reflective practice, peer review and feedback processes.
- Identify and develop case studies for learning and evidencing the impact of the service.
- Research and coordinate careers opportunities relevant to candidate needs, skills and abilities.
- Contribute to Employ Autism programme related events, promotion and workshop delivery.
- Support accreditation of a careers quality standard kite mark within the Employ Autism programme.

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. Specialist knowledge of delivering employment information, advice and guidance on a one-to-one and group basis.	X
2. Comprehensive autism awareness, understanding and related training, or significant experience in the field.	X
3. Experience of working with autistic young people to provide information, advice and guidance.	X
4. Knowledge of recruitment and employability barriers for autistic young people.	X
5. Experience of delivering individual and group activities such as one-to-one meetings, webinars and workshops through online/remote delivery.	X
6. Skilled in the use MS teams and Zoom.	X
7. Experience of attending and planning employment related events for vulnerable young people and assessing risk in relation to safeguarding vulnerable children and adults.	X
8. Experience of researching, planning and developing content and resources for a variety of audiences including autistic/disabled clients.	X
9. Skilled in digital content creation such as video, webinar, presentations and blogs.	X
10. Experience of effective management of a diverse workload in a changing and fast paced environment.	X
11. Experience of supporting individuals towards employment outcomes such as traineeships, apprenticeships, paid or unpaid work experience.	X
12. Experience and understanding of effective techniques to co-develop, monitor and implement client centered action plans.	X
13. Good understanding of the importance of data and evidence in building a successful programme.	X
14. Confident in the use of databases/CRM, IT and digital skills as well as knowledge of Microsoft Office 365.	X
15. 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	
16. A commitment to personal learning and development.	X
17. Ability to work autonomously, plan, organise and prioritise a full workload while maintaining boundaries and working calmly under pressure.	X
18. Able to deal with sensitive issues in an empathetic, positive and professional manner.	X
19. Requirement to occasionally work flexible hours including some evenings and weekends (time off in lieu provided)	X
20. 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 8 December 2024
Candidates informed of outcome of application	W/C Monday 9 December 2024
Interviews (these will be conducted online via Teams)	W/C Monday 16 December 2024

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 fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

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.

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