



**Ambitious
about Autism**

Employers and Professionals Training Consultant

Job description, 2024

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Job description

Job title	Freelance Employers and Professionals Training Consultant	Team	National Services
Job band	Circa £450 per day (depending on number of hours worked)	Reporting to	Head of Employability, Skills and Training
Hours	Flexible	Line manages	N/A

Approved by: Director of National Services

Updated: June 2024

Role purpose

Working within the Training and Consultancy team to deliver training to Employers and Careers/Employability professionals with the primary purpose of delivering training at scale to maximise reach and impact with a range of audiences.

Working within the organisation to develop and deliver high quality training products both in person and through online platforms.

Trainers will specialise in delivering training, providing expertise knowledge to support autistic young people and adults to thrive within the workplace driving a collective movement for change. The role will support employers and professionals to become autism confident, through the delivery of training suited to set briefs for individual organisations as well as online webinars, lunch and learns and sessions to ensure the services they offer are inclusive and aligned to the Equality Act 2010.

Key accountabilities and dimensions

Training delivery and development:

- Deliver engaging and interactive training in a range of settings as well as online, with a particular focus on Employers and careers professionals. Delivery to be in person and online.
- Using autism knowledge and expertise to design bespoke training products, or adapt existing content, to support their understanding of autism and improve inclusive practice
- Contribute to the creation and delivery of digital learning content to be utilised by external organisations, including employers and corporate clients, health and social care and education sectors.
- Understanding and communicating clear client training briefs to develop and deliver interactions to meet these objectives (including training, webinars, lunch and learns etc)
- Contribute to National Services team projects in response to training requests
- Ability to be flexible in travelling to different locations and working with a range of different audiences
- To train AaA internal staff on relevant training courses to share expertise and

- knowledge internally where applicable
- Responsible for effective and timely professional communication, orally and in writing with clients, colleagues and stakeholders
 - Responsible for capturing and monitoring evaluation of delivery and recording outcomes
 - Responsible for managing own workload and delivering high quality services independently
 - Working proactively with colleagues and wider teams including Youth Participation, Marketing and Fundraising.

Co-delivery:

- Adhere to the highest values of co-design and participation, contributing to Ambitious about Autism's (AaA) aims to ensure that the voices of autistic children and young people are heard in the development of the project and resources
- Overseeing the development and management of recruiting, developing, and supporting autistic young people to become co-trainers where applicable
- Contribute to the creation and delivery of digital learning content in collaboration with autistic young people and external partners
- Contribute to the creation of training content, materials and resources in collaboration with autistic young people
- Ensuring training materials and resources are fully accessible to autistic young people including individuals with co-occurring learning disabilities or other co-occurring condition

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.

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Substantial experience of delivering training to professionals, parents and other audiences	X
2. Knowledge and understanding of developing good practice in the workplace for autistic employees	X
3. Experience of working with autistic young people, parents/carers and employers	X
4. Understanding of the challenges faced by autistic young people in the workplace	X
5. Ability to design and deliver training and CPD programmes to improve inclusive practice	X
6. An understanding and commitment to quality assurances and how to measure impact and outcomes of services delivered	X
7. Ability to establish strategic partnerships with a range of employers and professionals across various sectors	X
8. Evidence of interpersonal, communication presentation and training skills	X
9. Experience of training other trainers and consultants	X
10. Excellent IT and digital skills, including ability to use Microsoft Office	X
11. Ability and enthusiasm to act as an ambassador for Ambitious about Autism	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
Personal attributes	
13. Ability to work independently and to resolve problems knowing when to refer problems when necessary	X
14. Ability to effectively prioritise a diverse workload in a changing and fast-paced environment when volume of work demands	X
15. Aware of professional boundaries in responding appropriately to difficult experience and disclosures	X
16. A team player with a flexible and positive approach to work	X
17. Ability to work flexible hours including evening and weekend, online or in person, where applicable	X
18. Ability to travel across the UK for training delivery, meetings and events	X
19. 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	Ongoing
Candidates informed of outcome of application	Ongoing
Interviews (these will be conducted online via Teams)	Ongoing

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 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.