



**Ambitious
about Autism**

New Business Partner

Job description, 2024

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Job description

Job title	New Business Partner	Team	National Services
Job band	£37,673 - £45,019 (depending on skills and experience)	Reporting to	Head of Employability, Skills and Training
Hours	35 hours per week, 9am-5pm. Hybrid working – one day per week in the office on average.	Line manages	Potential for one line report TBC

Approved by: Deputy Director National Services

Updated: November 2024

Role purpose

The overall purpose of this role is to work closely with the Head of Employability, Skills and Training within the National Services department to develop, shape and grow our offer. We are looking for a commercially minded individual who can build our income generation pathway within National Services. Award-winning partnerships with Marsh McLennan, as well as AaA's highly successful Employ Autism programme, have laid the foundations for strong opportunities to launch new products and services.

This post-holder will build on these successes to secure new relationships and partnerships, predominantly with employers, corporate partners, and education providers.

We have been working with employers, schools and higher education institutes for several years in the development of our Employ Autism programme, providing training and consultancy for employers and education providers as well as paid work experience for autistic young people. We are at an exciting time where we have a mixture of existing offers (training and consultancy and Employ Autism) as well as new products ready to launch, including, Autism Confidence, e-learning and our Careers Education Framework.

This is a newly created role within National Services to support in our growth and commercialisation. Working closely with fundraising and National Services colleagues, this role is well suited to people who like to work collaboratively, creatively and independently.

Here are some links to showcase our work within employability and training.

- [Employ Autism](#)
- [Training and consultancy](#)

Key accountabilities and dimensions

- Identifying and cultivating new business and partners
- Securing income from employers, providers and partners for our Employability and Training team through our Employ Autism programme
- Developing and implementing a sales plan
- Securing new long-term strategic partnerships with nationwide businesses
- Building packages and pitching to prospective businesses
- Supporting in the development of new products and services

Key objective of this role:

- Deliver new business in line with the sales strategy for National Services.

Business Development:

- Develop a client pipeline for the sales of National Services products and services
- Stewardship of employer and corporate relationships
- Manage and continually develop the prospect pipeline, researching decision-makers, companies, and sectors with an affinity for our work
- Devise innovative means of accessing and engaging companies and assess each opportunity and progress accordingly
- Produce high-quality written proposals and pitch materials
- Work with the Fundraising team to support large scale corporate partnership opportunities presented through the employability and training programmes.
- Work as part of the wider Directorate by sharing knowledge and opportunities
- Build and maintain effective relationships/maximise corporate participation with current and prospective supporters, through regular virtual and face to face contact, invitations to events and ongoing engagement with our cause
- Negotiate on partnership terms and agree contracts and partnership agreements
- Work collaboratively with the Employability and Training team to develop and deliver against business opportunities.

Finance and reporting:

- Assist in the development of quarterly reforecasts and reports.
- Track, analyse, manage and report using agreed performance measures
- Report on success against sales plan and objectives
- Provide case studies and analysis of sales
- Develop budgets for sales proposals
- There is the potential to manage small budgets; monitoring performance continually and successfully managing risks as they arise.

Additional duties:

- Represent Ambitious about Autism to external audiences
- Build excellent working relationships across the organisation
- Operate within Charity Law and Data Protection legislation and adhere to the Fundraising Regulator Code of Fundraising Practice
- Provide support to other colleagues as required
- Attend and work at fundraising or networking events which may include some evening and weekend hours
- Ensure accurate and accessible record keeping of all activity and relationships and effective use of database (currently Raiser's Edge but under review)
- Undertake any other appropriate responsibilities that may arise.

Safeguarding and Safety:

- Ensure risk assessments and emergency plans are in place and reviewed for all events and activities
- Ensure safe working practices

Key working relationships:

- Head of Employability, Skills and Training
- Deputy Director of National Services
- Marketing colleagues
- Programme Managers – Employ Autism, Employer Engagement
- Corporate Partnerships Manager and Head of Corporate Partnerships
- The wider External Affairs and Development Directorate
- Business Friends – our group of committed industry professionals

Other 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 Autism's 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. Sales, new business and/or account management experience	X
2. Substantial and demonstrable track record of working successfully with businesses in a development capacity – including acquiring and maximising relationships	X
3. Good, demonstrable knowledge of the commercial sector and how to access decision makers	X
4. Good, demonstrable knowledge of employability and/or training services	X
5. Ability to work independently, using own initiative and creativity, where required, in particular in developing offers and tools	X
6. Working with staff in other teams to achieve objectives	X
7. Experience of working with Microsoft Office package, e.g. Excel etc.	X
8. Working knowledge of a database (e.g. Raiser's Edge)	X
9. Understanding of legislation, regulations and financial issues relating to fundraising	X
10. Enthusiasm and commitment to Ambitious about Autism's mission and values	X
11. Excellent presentation skills, representing the charity in a range of settings, to a range of internal and external audiences	X
12. Excellent written skills for sales proposals, applications and asks to external parties	X
13. Strong negotiation and influencing skills	X
Personal attributes	
14. Excellent interpersonal skills with the ability to inspire, engage and develop strong relationships at all levels, including at a senior level	X
15. Able to work flexible hours occasionally, for example at evening or weekend fundraising or networking events	X
16. Willing to travel occasionally, given appropriate notice	X
17. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X
18. 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

How to apply

Stage	Timescale
Closing date for applications	Sunday 1 December 2024
Candidates informed of outcome of application	Monday 2 December 2024
Interviews (these will be in person at the Pears National Centre for Autism Education)	Thursday 5 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 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.