



**Ambitious  
about Autism**

# Policy and Campaigns Officer

Job description, 2024

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# Job description

<b>Job title</b>	Policy and Campaigns Officer	<b>Team</b>	External Affairs
<b>Job band</b>	Band 4 - £28,572 - £34,147 (pro rata, depending on skills and experience)	<b>Reporting to</b>	Senior Policy and Campaigns Manager
<b>Hours</b>	14 hours per week (9am-5pm. Flexible working is considered)	<b>Line manages</b>	N/A

**Approved by:** Director of External Affairs and Development

**Updated:** May 2024

## Role purpose

We are seeking a great communicator with a track record of influencing policy to help us achieve real change for autistic children and young people and their families. The post holder will have an understanding and passion for issues affecting autistic children and young people across a range of areas, including education, employment, health and social care.

You will be required to use your policy nous to gather evidence and data that will influence change. Your great written and communication skills will help us to engage with a wide range of audiences on our strategic priorities and raise awareness of our work.

A proactive, news savvy, individual – you will keep up to date with latest policy developments and seize opportunities to push for change and make a difference to the lives of autistic children and young people and their families.

## Key accountabilities and dimensions

### As the Policy and Campaigns Officer:

- Quickly and accurately summarise and analyse policy documents, data and other information sources. Present this analysis in a suitable format to provide an internal 'alerting service' and for external use.
- Monitor the external environment, identify opportunities to communicate Ambitious about Autism's policy positions, and respond to these appropriately. An example of this would be consultation responses.
- Work closely with colleagues across the External Affairs Directorate and wider charity.
- Engage with autistic children and young people to understand their priorities and embed their needs in our communications and policy work, with co-production as a key principle.

### Key accountabilities:

- Contribute to the achievement of the strategic objectives of Ambitious about Autism, preparing briefings and sourcing evidence to raise awareness, engage stakeholders and underpin and promote our digital information service and policy development.
- Monitor relevant policy, parliamentary and political developments and provide briefings to key colleagues.
- Identify opportunities to communicate Ambitious about Autism’s policy position and respond to these appropriately.
- Support the communications team to draft impactful statements, web and social media copy – ensuring messages accurately reflects Ambitious about Autism’s policy position and brand guidelines.
- Analyse the implications of policy developments relevant to Ambitious about Autism’s work and communicate these concisely with internal stakeholders.
- Keep agreed policy positions and statistical evidence up to date and translate these into meaningful communications that deliver clear messages to the required audiences.
- Keep under review and provide updated content for the policy and sections of the website to ensure resources, guidance, and current information is up to date.
- To support and work with the Director of External Affairs and Development and the Campaigns and Policy Manager, undertaking desk-based research and write concise, impactful briefs and summaries and responses to formal consultations and calls for evidence, identifying how key issues might impact Ambitious about Autism’s work.
- Engage with autistic children and young people to understand their priorities and embed their needs in our communications and policy work, with co-production as a key principle.
- Coordinate specific policy and research projects as required, for example our annual survey, and communicate findings effectively to a wide range of internal and external stakeholders.
- Attend external events and meetings such as advisory groups and committees and maintain relationships with counterparts across the sector.

### Additional duties:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equity, 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.
- Any other duties commensurate with the role.

# Person specification

Role and band competencies	Essential
<b>Specific knowledge, experience and technical skills</b>	
1. Educated to degree level <u>or</u> with equivalent written and analytical skills	X
2. Experience of working in a policy role, ideally in a relevant sector.	X
3. Ability to identify appropriate sources, evaluate and analyse data and evidence to provide up-to-date, accurate, information.	X
4. Ability to pull together information quickly and accurately from a variety of sources.	X
5. Experience of producing high-quality policy-related documents, as well as being able to write engaging pieces (articles, blogs) for a range of audiences.	X
6. Experience of translating research and complex information in a simple, accurate and accessible way for members of the public.	X
7. Experience of using social and digital media to develop and promote policy work.	X
8. Knowledge and understanding of issues relating to Ambitious about Autism and its work.	X
9. Excellent written communication skills.	X
10. Excellent attention to detail and accuracy, including editing and proof-reading.	X
11. Excellent organisation and time management skills.	X
12. Practical IT skills including use of digital and social media, knowledge of Microsoft Office and other platforms.	X
13. 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
<b>Personal attributes</b>	
14. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X
15. A team player with a flexible and positive approach to work	X
16. Ability to effectively prioritise a diverse workload in a changing and fast paced environment when volume of work demands	X
17. 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	<b>Sunday 2<sup>nd</sup> June 2024</b>
Candidates informed of outcome of application	<b>W/C Monday 3<sup>rd</sup> June 2024</b>
Interviews (these will be conducted online via Teams)	<b>W/C Monday 10<sup>th</sup> June 2024</b>

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](mailto: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](mailto:info@ambitiousaboutautism.org.uk)

🌐 [ambitiousaboutautism.org.uk](http://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.