



**Ambitious
about Autism**

Research Manager

Job description, 2024

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Job description

Job title	Research Manager	Team	External Affairs
Job band	£36,224 - £43,287 (depending on skills and experience)	Reporting to	Deputy Director of External Affairs
Hours	35 hours per week, 9am-5pm. Hybrid working.	Line manages	N/A

Approved by: Director of External Affairs and Development

Updated: May 2024

Role purpose

We stand with autistic children and young people, champion their rights and create opportunities. We see a world where autistic children and young people can be themselves and realise their ambitions. Our Time for Ambition strategy sets out the key changes we want to achieve, in fulfilling this vision.

We started as one school and have become a movement for change. As we drive this shift in purpose, we need to further build the evidence that underpins our strategy development, external affairs activities and national services.

The main purpose of the role is to

- Conduct or commission research projects.
- Publish and disseminate research findings to ensure reach and impact.
- Ensure that the charity uses relevant and up-to-date evidence throughout its work.

Key accountabilities and dimensions

- Identify key research needs and questions to continually improve our activities and impact for autistic children and young people
- Draft briefs and commission and manage independent researchers to deliver projects on time and on budget.
- Develop and maintain relationships with universities, evaluation and research agencies, and freelance consultants; and manage requests from external collaborators.
- Clerk the charity's Research Governance Committee.
- Uphold the principles of ethical research, data protection and equity, diversity and inclusion.
- Develop and support co-produced research with autistic children and young people, as well as parents and carers.
- Publish and disseminate research findings to ensure reach and impact.
- Ensure that new evidence is embedded into our resources, the organisational evidence bank.
- Work in collaboration with colleagues to ensure research is well-coordinated with the

- work of teams such as policy, communications, fundraising and service delivery.
- Provide advice and/or quality assurance for colleagues regarding their interpretation of evidence and reporting to funders.
 - Conduct desk research and produce briefing papers or supporting material as required.
 - Develop and maintain a high degree of knowledge of current research and developments relevant to the charity's work and disseminate this within the organisation.

Any other duties which may be reasonably required from time to time and which are commensurate with the post.

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. Educated to degree level <u>or</u> with equivalent written and analytical skills	X
2. Strong working knowledge of quantitative and qualitative research methods and ethical research	X
3. Proven experience of managing research projects or programmes within agreed timescales and budgets	X
4. Strong analytical skills, with the ability to critique and summarise data and research findings to make recommendations	X
5. Excellent writing and communication skills, with the ability to translate complex research evidence into forms that are accessible for a range of audiences	X
6. Experience of building and maintaining relationships with a range of internal and external stakeholders	X
7. Excellent attention to detail	X
8. Practical IT skills including knowledge of Microsoft Office, statistical/research software and databases.	X
9. 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	
10. A team player with a flexible and positive approach to work	X
11. Ability to work under own initiative to a clear plan whilst liaising closely with managers and colleagues	X
12. Strong interpersonal skills and the ability to lead and build effective partnerships with individuals and organisations	X
13. Ability to effectively prioritise a diverse workload in a changing and fast paced environment when volume of work demands.	X
14. 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 26th May 2024
Candidates informed of outcome of application	W/C Monday 27th May 2024
Interviews (these will be conducted online via Teams)	W/C Monday 3rd June 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

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🌐 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.