

Autism Education Trust Programme Manager

Division / Function: Autism Education Trust

Reports to : AET Director

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| Why | <p>Job summary:</p> <ul style="list-style-type: none"> • To contribute to the strategic development of the AET programme both nationally and in the those areas for which you are responsible • To extend the penetration and reach of the AET programme through the identification and recruitment of new programme delivery partners. • To support programme partners in the promotion and implementation of the programme and undertake contract management processes with those partners. • To manage the continuous improvement processes of various programme elements • To manage associated programme projects |
| What | <p>Principal accountabilities</p> <ul style="list-style-type: none"> • With the Director, describe a plan for the area to achieve programme growth and delivery objectives agreed with the Programme Board • Provide leadership to strategic partners in delivering the plan to achieve those objectives. Hold accountability for delivery of objectives. • Maintain effective records and provide management reports as required. • Undertake robust contract management processes with delivery and other partners • Engage in / manage programme governance and leadership processes as agreed with the Director • Manage suppliers in the delivery of specific projects/work streams as agreed with the Director • Contribute to and implement processes that maintain programme quality • Represent AET to wide range of audiences to include MPs and government officials • Engage in external networks and processes that support the programme as agreed with the Director • Support the marketing of the AET programme to include attendance at conferences and events. • Manage the budget for the area and those work streams for which you are responsible • Provide line management support to staff and volunteers as required • From time to time perform other duties commensurate with your skills and abilities as requested by the Director. <p>Job Descriptions only reflect 80% of a role, and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope and spirit of the role.</p> |
| Competencies | <p><u>I am an inspirational leader</u></p> <p>I establish positive and effective relationships with colleagues, partners and other stakeholders and secure their alignment to AET vision, purpose and objectives. I am open to ideas and empower others in the pursuit of the vision and purpose. My personal actions inspire and motive others. I show commitment and confidence in stakeholders to achieve the vision.</p> <p><u>I work in partnership</u></p> <p>I build trust and partner with colleagues and other stakeholders in securing the best outcomes for the AET, its partners and autistic young people. I overcome barriers and challenges to bring people together and utilise resources relationships internally and externally to maximise the impact of AET. I support colleagues and partners to achieve our objectives.</p> |

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| | <p><u>I am committed to making a difference</u></p> <p>I commit to AET and NAS aims, objectives and values. I display a positive approach in the way I work and contribute to the wider needs of the organisation and its stakeholders either directly or indirectly. At work I overcome difficulties, setbacks and pressure, to get things done because I understand the impact of autism. I recognise and encourage commitment in others.</p> |
| | <p><u>I adapt to changing priorities</u></p> <p>I adopt a flexible, proactive approach to get the job done. I am responsive to change and recognise when tasks are urgent and/or important, taking appropriate action. I prioritise activities and know when to say 'no'. I deal positively with last minute changes and interruptions. I look for practical solutions and know when to find different ways to achieve an objective.</p> |
| | <p><u>I achieve professional standards</u></p> <p>I comply with legislation, regulatory standards, NAS policies and procedures and quality standards. I work in an organised and methodical way. I accurately record, monitor and use data in accordance with policies and procedures. I use my time and resources safely and efficiently.</p> |
| | <p><u>I promote AET and the NAS</u></p> <p>I represent and promote AET and the NAS. I influence and raise awareness by talking positively about autism, AET and NAS to a wider audience. I build relationships and use a range of effective persuasion and negotiation styles to champion the rights and needs of people living with autism.</p> |
| | <p><u>I manage resources</u></p> <p>I maximise the benefits from our financial, environmental and other resources. I set up, facilitate or follow business processes. I manage, advise on and prioritise resources to get the best value for AET, the NAS and people we support. I am mindful of the costs of the materials and resources I use and the impact they have on the environment, and attempt to minimise waste</p> |
| | <p><u>I communicate effectively in writing</u></p> <p>I use clear and succinct language with a high standard of grammar and spelling. I put my case positively, indicate clearly the purpose of the communication and what is required from the reader. I tailor my communication to my audience to get my message across in the most effective way. I am aware of, and use, AET and NAS brand guidelines.</p> |
| | <p><u>I cooperate with others to work safely</u></p> <p>I understand the health and safety risks associated with my job and work responsibly with others to reduce them. I have a positive attitude to safety that causes me to care about the wellbeing of others as well as myself.</p> |
| | <p><u>I fulfil my customers' needs</u></p> <p>I find out what really matters to my internal and external customers/stakeholders and where I can improve my service to them. I relate well to my customers and provide a quality and cost effective service. I shape their expectations about what can be realistically delivered, whilst seeking ways to continually raise the level of service</p> |

| Person specification | | |
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| Criteria which will be used in shortlisting and selecting candidates. | | |
| Criteria | Essential | Desirable |
| Skills/Abilities | | |
| <ul style="list-style-type: none"> Ability to work autonomously Ability to provide leadership and support to range of stakeholders Ability to think and plan strategically Ability analyse data and provide reports Ability to manage projects and supplier contracts Ability to promote and market the programme Ability to manage budgets Excellent relationship and communication skills Excellent presentation skills Good Microsoft Office Skills (Word, Excel, Powerpoint) Good organisational skills Ability to motivate others Ability and willingness to travel | <ul style="list-style-type: none"> X X X X X X X X X X X X | |
| Knowledge | | |
| <ul style="list-style-type: none"> Business management and development Customer/stakeholder engagement Voluntary, public and/or education sectors Autism | <ul style="list-style-type: none"> X X X | <ul style="list-style-type: none"> X |
| Experience | | |
| <ul style="list-style-type: none"> Voluntary, Public or Education sector 'Sales' / product/service promotion and customer engagement Project Coordination Multi-stakeholder environment | <ul style="list-style-type: none"> X X | <ul style="list-style-type: none"> X X |
| Education & Certification | | |
| <ul style="list-style-type: none"> Relevant Degree or equivalent English and Math's GCSE or Equivalent Project management | <ul style="list-style-type: none"> X X | <ul style="list-style-type: none"> X |
| Context | Interfaces | |
| | Internal <ul style="list-style-type: none"> Other AET staff AET Programme Board AET leadership groups NAS Centre For Autism staff Other NAS staff including Senior Managers | External <ul style="list-style-type: none"> Current programme partners Prospective programme partners People with Autism Parents Wider voluntary/SEND sector |

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| | <ul style="list-style-type: none"> • Department volunteers • Office volunteers | <ul style="list-style-type: none"> • AET Suppliers and contractors |
| | Environment | <p>Location: Home based in north of England with extensive travel in UK and London meetings</p> <p>Travel: 50% of time away from prime site</p> <p>Hours: 35 hours per week, occasional weekend and evening work as required</p> |
| | Scope | <p>Senior manager function to work independently to agreed objectives and targets.</p> <p>People: Engaging with wide audience of current and prospective partners and stakeholders. Positive inter-personal skills and maintaining programme reputation essential.</p> <p>Line manage: Coordinator and/or volunteers as required.</p> <p>Resources: Managing expenditure budget and generating income against targets.</p> |
| | Safeguarding responsibilities | <p>The AET and NAS is committed to safeguarding and promoting the welfare of all children and adults who use our services and as such expects all staff and volunteers to share this commitment.</p> |
| Position | Business Specialist Grade 5 Point 8 | £42,400 |
| | | Date Reviewed: 12/12/17 |