



Ambitious about Autism

Recruitment Information Pack

Interim Head of Property and IT



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If you, or someone you know would like this publication in an email, in Braille, large print, Easy Read transcription or audio tape, please contact:
Faima Begum, Recruitment Officer (**Tel:** 020 8815 5424 **Email:** f.begum@ambitiousaboutautism.org.uk)



Introduction from Jolanta Lasota

Thank you for your interest in this role of Interim Head of Property and IT at Ambitious about Autism. I hope that you will find our mission and this opportunity exciting and compelling and will consider joining our team at a critical time of expansion and growth in our services. Please see our website for further information about our vision and mission <https://www.ambitiousaboutautism.org.uk>.

The scale of our ambition now requires a highly successful and determined Interim Head of Property and IT to join the Senior Leadership Team and bring established strategic leadership experience, credibility and expertise in facilities management, property management and IT. You will be responsible for leading and managing three key projects:

- The development of our West Thames Ambitious College site
- The retendering of our outsourced facilities management contract
- Embedding a new IT platform into the organisation and maximising its impact.

You will be supported by a small professional team to deliver the above.

You will share an absolute commitment to our mission and values. This challenge is both exciting and significant and I hope very much that you will consider this opportunity to contribute to our future and the lives of young people with autism.



Jolanta Lasota
Chief Executive

Job Description

Job Title: Interim Head of Property and IT (6 months contract)	
Position in Organisation	
Reports to:	Chief Executive
Responsible for:	Outsourced General Services Manager (Freidman Ltd), Head of IT and Property Project Manager
Main Relationships:	Chief Executive, Executive Leadership Team and Facilities and IT Teams
Main Purpose of the Job	
<ol style="list-style-type: none"> 1. To lead the Property, Facilities and IT teams ensuring that all staff, learners and services receive high quality facilities and IT support. 2. To deliver three key projects: <ul style="list-style-type: none"> • The development at West Thames College • The tendering process for facilities management • Migration and embedding of new IT platform. 3. To develop a robust three year strategy and plan for facilities management, property management and IT, aligned to the organisational plan 2020. 	
Duties and Key Responsibilities	
Leadership and Management	
<ul style="list-style-type: none"> • To develop a three year property, facilities and IT strategies, ensuring they are aligned to the needs of the charity and meet legal and best practice standards aligned to the organisational strategy. • To lead, manage and develop the facilities and IT team to ensure high performance providing a quality, professional, expertise to the organisation. • Act as a competent Health and Safety representative for the organisation and to chair the Health and Safety Committee. Ensuring effective reporting including RIDDOR to HSE and the Board is essential. • To lead on implementation of data protection and security requirements for the areas of Property and IT. • To manage business risk at all levels including: <ul style="list-style-type: none"> ○ procedural and statutory compliance within a specialist environment ○ supplier management ○ knowledge and information management ○ contingency / disaster planning ○ complaints management & escalation. 	

Project management

- To oversee and support the Head of IT with the process of IT migration to Office 365.
- To effectively project manage the development at West Thames College to ensure renovations are delivered on time and to agreed standards.
- Lead on the tender and management processes for our sourcing our facilities management contract and other large contracts liaising with lawyers and experts when required.

Policy and procedures

- To lead the development, updating, monitoring and effective communication to staff of relevant operations policies and procedures ensuring relevant legislation, case law and best practice.
- To prepare regular and ad hoc reports to relevant external bodies and internal audiences, including Trustees, Governors and staff.

Develop and manage a personal work programme

- Support Ambitious about Autism's core values and carry out all responsibilities with due regard to Safeguarding Children/Adults, Health and Safety, GDPR, Equal Opportunities policies and procedures.
- This job description is not an exhaustive list. The post holder may be required to undertake other duties as directed by their Manager.

Person Specification

Competencies	Essential/ Desirable	Method of assessment
Knowledge & Qualifications		
1. Educated to degree level, or equivalent written and analytical skills within a relevant Operations, IT or property background	Essential	Application
Experience and Technical Skills		
2. Extensive experience and ability to work strategically and translate organisational goals into practical operational initiatives and plans	Essential	Application/Interview
3. Successful track record of leading and managing a small team in Operations / property / facilities.	Essential	Application/Interview
4. Extensive experience of tendering, securing, managing third party contractors and ensuring value for money and legal compliance	Essential	Application/Interview
5. Specialist facilities, property services and IT knowledge with high degree of initiative, creativity and solution focus	Essential	Application/Interview
6. Proven experience of planning, developing and managing an income and expenditure budget of over £1m effectively	Essential	Application/Interview
7. Evidence of managing risk and compliance in a pro-active manner and able to demonstrate a sound knowledge of H&S legislation, data protection, disaster recovery and requirements	Essential	Application/Interview
8. Excellent project, planning and knowledge management experience	Essential	Application/Interview
9. Excellent IT skills and the ability to analyse and manipulate data	Essential	Application/Interview
10. Ability to demonstrate attention to detail	Essential	Application/Interview
Skills and Attributes		
11. Committed to safeguarding and promoting the welfare of children and young people	Essential	Application/Interview
12. Strong commercial acumen and financially literate	Essential	Application/Interview
13. Strong leadership skills and ability to inspire people	Essential	Application/Interview
14. Interpersonal skills and the ability to lead and build effective partnerships with	Essential	Application/Interview

individuals and organisations		
15.Strong influencing and negotiation skills	Essential	Application/Interview
16.Ability to plan, manage and deliver work to agreed deadlines	Essential	Application/Interview
17.Excellent communication and presentation skills	Essential	Application/Interview
18.Highly resilient and able to work on own initiative and as part of a team	Essential	Application/Interview
Other		
19.Ability to frequently travel across all Ambitious about Autism sites	Essential	Application/Interview

How to Apply

If you would like to find out more about this exciting opportunity, need any further information or you wish to have an informal discussion please contact: Faima Begum, Recruitment Officer on: 020 8815 5424 or email f.begum@ambitiousaboutautism.org.uk

To apply, you will need to submit a CV and supporting statement to jobs@ambitiousaboutautism.org.uk stating why you are interested in this role and how your knowledge, skills and experience meet the requirements. You will also need to supply 2 references and indicate which one can be taken up in advance of interview.

Closing date for applications: Sunday 10 December 2017 (midnight)

Shortlisting: Monday 11 December 2017

Panel interview: Thursday 14 December 2017

Pay and Benefits

Salary: Circa £65,000 per annum

Hours: 35 hours per week. We are happy to consider part time working or flexible working arrangements.

Location: Based at The Pears National Centre for Autism Education, Muswell Hill, London N10 3JA. Frequent travel to our other sites will be required on a regular basis.

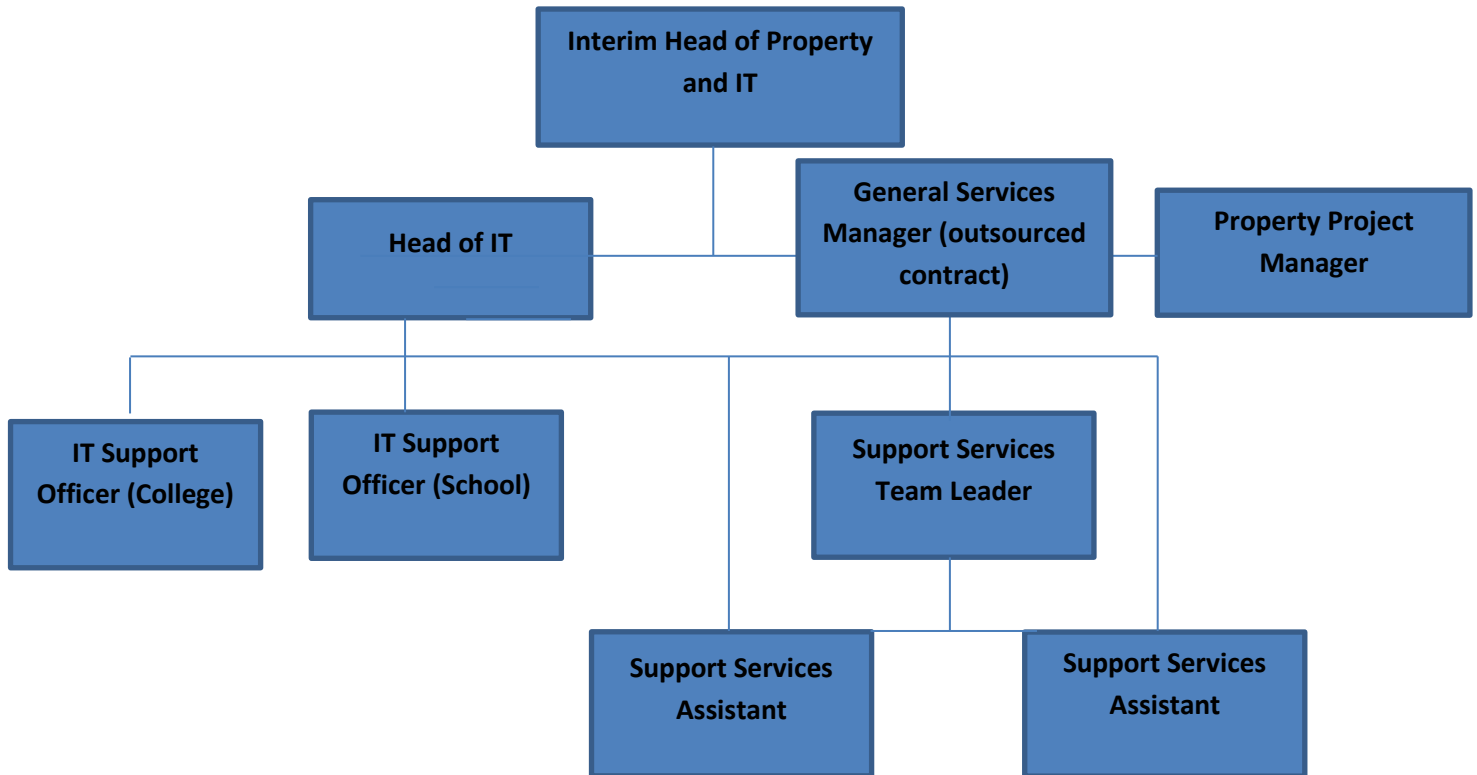
Some of our benefits at Ambitious about Autism include:

- Generous Annual Leave (27 days holidays plus 8 days bank holidays and 3 days off between Christmas and New Year) prorated for fixed term contracts
- Season ticket loans / bike loans
- Eye Tests and Eye care
- 24 hour Employee Assistance Programme
- Pension and Life Assurance
- Well-being including on-site physiotherapy, mindfulness training and offering good work life balance
- Family friendly benefits including enhanced maternity and adoption leave and childcare voucher scheme

We are committed to personal development and giving valuable experience across the wider team. We offer a competitive benefits package and work hard to ensure good work-life balance.

Team Structure

Ambitious about Autism Facilities and IT Structure



Executive Leadership Team

The leadership team is responsible to the trustees for running Ambitious about Autism and delivering the strategy agreed by the trustee Board. The Executive Leadership Team comprises of:

Jolanta Lasota	Chief Executive
Viv Berkeley	Principal of Ambitious College
Kerry Sternstein	Headteacher, TreeHouse School
Sarah Roscoe	Headteacher, Rise School
Zoe Weaver	Director of People
Louise Posocco	Director of Finance
Danae Leaman-Hill	Director of Fundraising
Alison Worsley	Director of External Affairs

About Autism

Ambitious about Autism is committed to making the ordinary possible for children and young people with autism.

- **Autism is a lifelong developmental disability which affects 1 in 100 people in the UK. It affects the way a person communicates and how they experience the world around them.**
- **Children with autism face many barriers: these include a lack of understanding of their needs and how to meet them, a lack of good quality services and opportunities to have their views taken into account.**

As a result:

- 4 in 10 children with autism have been excluded from school and 40% are bullied.
- Only 16% of people with autism work full-time and 602% remain dependant on their families for the rest of their lives.
- Many families struggle to support their child and live in poverty and feel isolated.

This must be addressed with urgency if we are to stop the wasted opportunities for these children, their families and our society.

Ambitious about Autism

Our History

Ambitious about Autism is the national charity for children and young people with autism.

The charity was established in 1997 by a group of families of children with autism concerned at the lack of appropriate provision for their children. They set out to establish a school that would support their children to learn, thrive and achieve positive outcomes. Following a major capital fundraising campaign and a series of temporary locations and premises, the school and the charity moved into purpose-built accommodation in 2008, together creating the Pears National Centre for Autism Education. Since then the charity has grown its education services, opening both Ambitious College and The Rise School in 2014, and extended its national influencing and enabling activities.

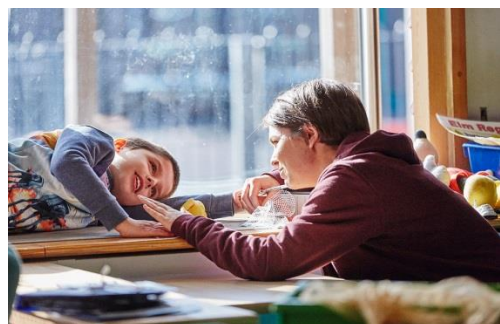
Our vision

**A world where the ordinary
is the everyday experience
of children and young
people with autism.**



Our mission

**Our ambition is to make the
ordinary possible for
children and young people
with autism.**



Our Values

Children and young people with autism are at the centre of all that we do: their well-being and safety is our number one priority.



To achieve this:



➤ We are ambitious

We invest in our people and aim high to make sure our work has the biggest impact for children and young people with autism and their families.

➤ We value difference

We know that creating equal opportunity does not mean one size fits all. We aim to make ourselves accessible to children and young people with autism across the spectrum, from all communities and backgrounds.

➤ We are team players

Collaboratively working and building strong partnerships are essential if we are to make the ordinary possible for children and young people with autism.

➤ We are open

We strive to be open – open to new ideas, open in how we work and open in how we make decisions.

➤ We are experts

We respect and develop the expertise of our talented staff and make sure that we are evidence-based, rigorous and accountable in everything that we do.

Our Aims

1. **More and better services** that meet the needs of children and young people with autism effectively
2. **Greater awareness and understanding of the needs** of children with autism and how best to meet these needs
3. **Policy at national and local level** that takes into account the needs of children with autism

4. **Ambitious about Autism has the capacity** to deliver its strategy.

Our Services

Ambitious about Autism is focused on developing innovative service models that demonstrate excellent outcomes for young people and are replicable and sustainable. We are committed to creating pathways to enable young people to live a fulfilling life as part of their community.

School years: TreeHouse School is a non-maintained special school for pupils aged 4 to 19 with autism. Established in 1997, the school has an Outstanding Ofsted rating and is well known for its pioneering evidence-based approach. The charity set up a multi-academy trust, Ambitious about Autism Schools Trust, which developed and launched its first free school, The Rise School in September 2014.

College years: Ambitious about Autism runs Ambitious College which opened in September 2014. This is London's **only** registered Specialist College dedicated to educating and training young people with complex autism aged 16-25 years. The college is now based on two permanent campuses co-located and in partnership with mainstream further education colleges.

Capacity building for families and professionals: Ambitious about Autism continues to provide training and support to enable families and professionals to support children and young people with autism. We are the appointed Autism Education Trust (AET) training hub for London for school and Post 16 services.

Our research work

Ambitious about Autism works directly and in partnership to increase understanding of the needs of children and young people with autism and how they can be met. We do this by carrying out, commissioning and collaborating on research projects. The charity continues to work as a founding partner with the Institute of Education on the work of the Centre for Research into Autism and Education. We also work with Bangor University to evaluate the effectiveness of our work and to build the evidence base for autism education.

Our awareness raising activities

Building awareness and understanding of autism and the work we do to support children and young people with autism is critical to our ongoing success. We communicate with and involve children and young people, parents and carers, the children's workforce, decision makers and influencers to support the delivery of our mission. Ambitious about Autism is growing and developing its online community, Talk about Autism, to provide support and as a means to engage the autism community in our policy and influencing work.

Our policy and participation work

Our policy work is evidence-based and focuses on influencing the policies and practices of both local and central government. Ambitious about Autism works to respond to policy developments and to proactively campaign on the issues that matter to children and young people with autism and their families. We have developed and grown our participation work and are working hard to influence the implementation of the Children & Families Act, alongside other key legislation. We provide platforms for young people and parents to share their experiences directly with policy and decision-makers. We also use our experience as a service provider to inform policy and practice.

For further information about our work, please see www.ambitiousaboutautism.org.uk