



**Ambitious  
about Autism**

# **Recruitment Information Pack**

## **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:  
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# Introduction from Paul Breckell

Thank you for your interest in this role of Head of Property and Information Technology 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 Head of Property and Information Technology to join the Senior Leadership Team and bring established strategic leadership experience, credibility and expertise in property management, facilities management and IT management.

Working closely with colleagues across our two schools and two college sites in North and West London you will be responsible for leading on all aspects of our property strategy, IT strategy, facilities management and associated risk management. You will be responsible for leading and managing small team of your own as well as our outsourced facilities management contracts.

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.

Paul Breckell  
**Director of Strategy and Transformation**

## Job Description

<b>Job Title:</b>	<b>Head of Property and Information Technology</b>
<b>Position in Organisation</b>	
<b>Reports to:</b>	Director of Strategy and Transformation
<b>Responsible for:</b>	Head of IT, General Facilities Manager, Property and Facilities Project Manager
<b>Main Relationships:</b>	Executive Leadership Team, Facilities team, IT team, leaders and managers across our education estate, key external contacts such as contractors, surveyors and architects.
<b>Main Purpose of the Job</b>	
<ol style="list-style-type: none"> <li>1. Lead the Property, Facilities and IT teams ensuring that all staff, learners and services receive high quality IT and facilities services.</li> <li>2. Lead on all aspects of our property strategy, facilities management and associated risk management including Health and Safety, ensuring appropriate and professional project management is in place for all property capital projects.</li> <li>3. Lead of all aspects of our IT strategy, for staff, pupils and learners.</li> <li>4. Develop a robust three year strategy, plan and budget for facilities and property management aligned to the organisational plan 2020.</li> <li>5. Support the ambitious growth and development strategy of the charity to acquire new schools and sites; leading the resultant property strategy, major contract and tender management, negotiation with partners and new facilities management that this will entail.</li> </ol>	

## Duties and Key Responsibilities

### Leadership and Management

- Develop a three year property and facilities strategy, budget and plan, ensuring it is aligned to the needs of the charity in a time of rapid growth and development and meet legal and best practice standards aligned to the organisational strategy.
- Develop a three year IT strategy, budget and plan, ensuring it is aligned to the needs of the charity and aligned to the organisational strategy.
- Lead, manage and develop the facilities team to ensure high performance providing a quality, professional, expertise to the organisation.
- Take the lead on ensuring the charity develops and maintains a robust and fit for purpose approach to Risk, Health and Safety and Business Continuity Planning as it grows.
- 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.
- Proactively manage business risk at all levels including:
  - procedural and statutory compliance within a specialist environment.
  - supplier management.
  - contingency and disaster recovery planning.
  - property complaints management and escalation.
  - budget management including for major capital projects.

### Project management

- Ensure effective project management is in place for all property capital projects ensure capital works are procured with appropriate quality and cost effectiveness and delivered on time and to agreed standards.
- Ensure effective project management is in place for all major IT projects ensuring good management of suppliers and consultants with services, software, hardware and systems being procured with appropriate quality and cost effectiveness and 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.

### **Policies, reporting and communication**

- Lead on the development, updating, monitoring and effective communication to staff of relevant operations policies and procedures ensuring compliance with relevant legislation, case law and best practice.
- Prepare regular and ad hoc reports to relevant external bodies and internal audiences, including Trustees, Governors and staff.
- Ensure excellent communication to staff of property projects, IT projects, IT services and facilities management arrangements to support the smooth running of Ambitious about Autism's schools, college sites and other activities.

### **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
<b>Knowledge &amp; Qualifications</b>		
1. Educated to degree level, or equivalent written and analytical skills within a relevant property, IT or facilities management background.	<b>Essential</b>	<b>Application</b>
<b>Experience and Technical Skills</b>		
2. Extensive experience and ability to work strategically and translate organisational goals into a robust property strategy with practical operational initiatives and plans.	<b>Essential</b>	<b>Application/Interview</b>
3. Extensive experience of managing major capital projects including site acquisition, lease negotiations and project management with a range of internal and external stakeholders and professional relationships.	<b>Essential</b>	<b>Application/Interview</b>
4. Successful track record of leading and managing a small team in Operations / IT / property / facilities across multi-sites.	<b>Essential</b>	<b>Application/Interview</b>
5. Extensive experience of tendering, securing, managing third party contractors and ensuring value for money and legal compliance	<b>Essential</b>	<b>Application/Interview</b>
6. Specialist facilities, property services and IT knowledge with high degree of initiative, creativity and solution focus.	<b>Essential</b>	<b>Application/Interview</b>
7. Proven experience of planning, developing and managing an income and expenditure budget of over £1m effectively.	<b>Essential</b>	<b>Application/Interview</b>
8. Evidence of managing risk and compliance in a pro-active manner and able to demonstrate a sound knowledge of Health and Safety legislation, data protection, disaster recovery and requirements	<b>Essential</b>	<b>Application/Interview</b>
9. Ability to demonstrate attention to detail.	<b>Essential</b>	<b>Application/Interview</b>

<b>Skills and Attributes</b>		
10. Committed to safeguarding and promoting the welfare of children and young people.	<b>Essential</b>	<b>Application/Interview</b>
11. Strong commercial acumen and financially literate.	<b>Essential</b>	<b>Application/Interview</b>
12. Strong leadership skills and ability to inspire people.	<b>Essential</b>	<b>Application/Interview</b>
13. Interpersonal skills and the ability to lead and build effective partnerships with individuals and organisations.	<b>Essential</b>	<b>Application/Interview</b>
14. Strong influencing and negotiation skills.	<b>Essential</b>	<b>Application/Interview</b>
15. Ability to plan, manage and deliver work to agreed deadlines.	<b>Essential</b>	<b>Application/Interview</b>
16. Excellent verbal and written communication and presentation skills.	<b>Essential</b>	<b>Application/Interview</b>
17. Highly resilient and able to work on own initiative and as part of a team.	<b>Essential</b>	<b>Application/Interview</b>
18. Ability to frequently travel across all Ambitious about Autism sites.	<b>Essential</b>	<b>Application/Interview</b>

# 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: Bernie Durkin, EA to Director of People and Director of Strategy & Transformation on: 020 8815 5424 or email [bdurkin@ambitiousaboutautism.org.uk](mailto:bdurkin@ambitiousaboutautism.org.uk)

To apply, you will need to submit a CV and supporting statement to [jobs@ambitiousaboutautism.org.uk](mailto: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 two names of reference and indicate which one can be taken up in advance of interview.

**Closing date for applications:** 5pm on Friday 19<sup>th</sup> October 2018

**Shortlisting:** w/c Monday 22<sup>nd</sup> October 2018

**Panel interview:** Thursday 8<sup>th</sup> November 2018

# 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.

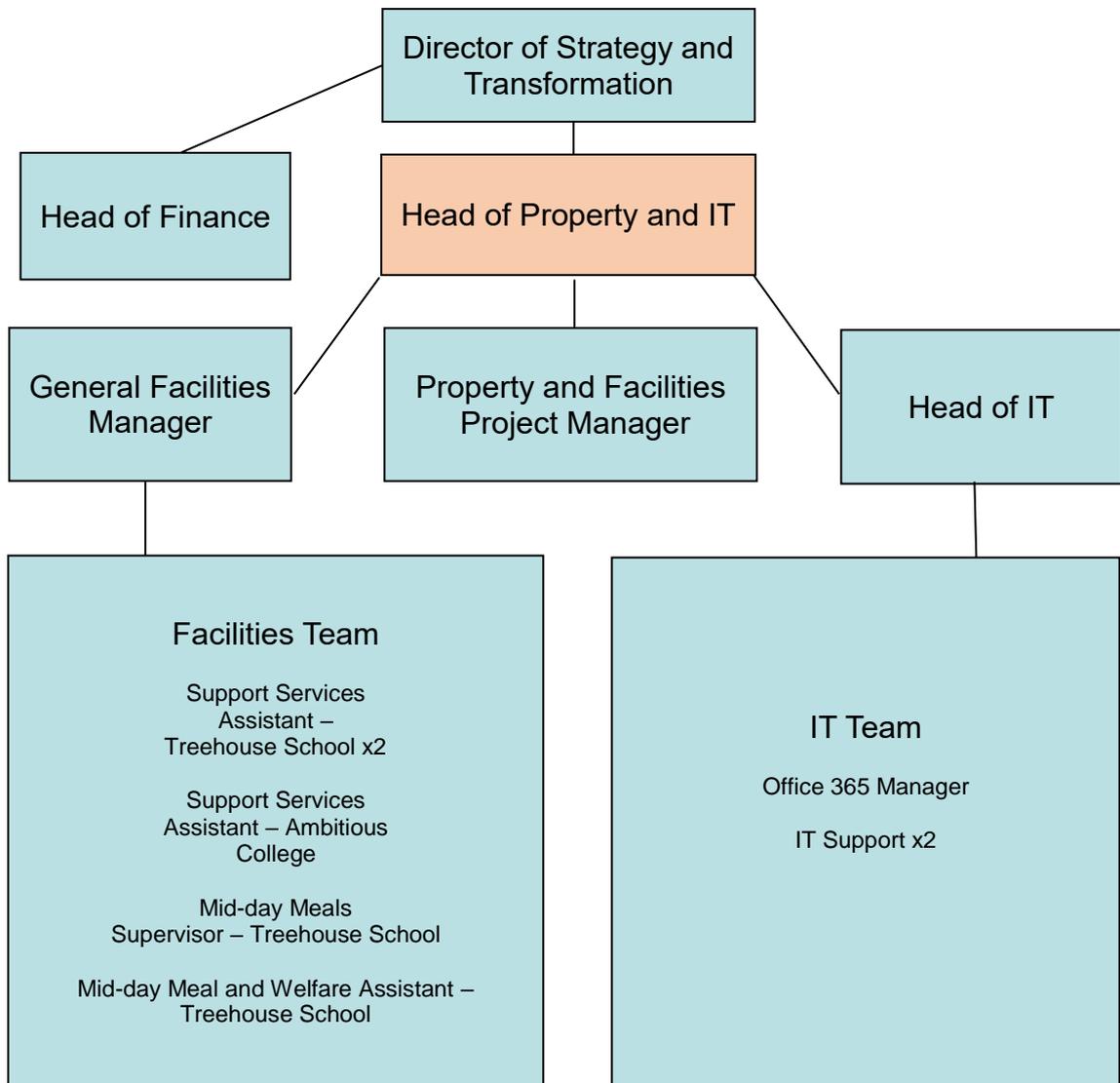
**Location:** Based at The Pears National Centre for Autism Education, Muswell Hill, London N10 3JA. Frequent travel to our other sites will be required on a regular basis.

**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 and non-contractual discretionary leave
- 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



# 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](http://www.ambitiousaboutautism.org.uk)