

JOB DESCRIPTION

Job Title	Policy and Campaigns Assistant	Team	External Affairs
Job Band	Band 3	Reporting to	Policy and Public Affairs Manager
Hours	35 hours per week	Line Manages	N/A

Approved By (ELT MEMBER): Alison Worsley

Date: May 2018

Role Purpose:

To support the External Affairs team in running the “*We need an education*” campaign with written resources and developing case studies while monitoring policy developments, briefing on their implications for Ambitious about Autism and for children and young people with autism, and supporting a range of public affairs and campaign activity.

Key Accountabilities & Dimensions:

- Support policy, campaigns and media activities associated with the *We need an education* campaign.
- Support the Policy and Public Affairs Manager in influencing work focused on the Edward Timpson external review of exclusions.
- Gather and gain permission for case studies relevant to the *We need an education* campaign activities.
- Support planning for annual lecture and debate.
- Write associated campaigns and policy publications and website content.
- Keep up to date with special educational needs and disability, children’s services, disability rights, children’s rights and educational policy developments.
- Carry out or assist with policy research to inform Ambitious about Autism lobbying and campaigning activities.
- Keep up to date with developments in autism research and promote research findings to relevant audiences.
- Respond to policy enquiries from young people, parents and others
- Review policy and campaigns section of the website for opportunities to blog and add content
- Carry out all other tasks that may fall within the remit of the role, as required by the Director of External Affairs.

Safeguarding and Safety

- Ensure safe working practices and that any safeguarding incidents; other incidents, accidents and errors are appropriate reported.
- To comply Ambitious about Autism’s data protection practices.

PERSON SPECIFICATION

Role and Band Competencies	Essential	Desirable
Education Levels & Qualifications		
1. Educated to degree level or with equivalent written and analytical skills	X	
Specific Knowledge, Experience & Technical Skills		
2. Basic knowledge and understanding of the political and legislative process		X
3. Experience of working in a similar or related position, for example as a policy intern or assistant, MP's assistant, or other role in a policy organisation		X
4. Experience of drafting written documents to a high standard	X	
5. General understanding of the issues around special educational needs.		X
6. Knowledge of policy and legislation relating to disabled children and their families.		X
7. Experience in writing for publication		X
8. Experience of undertaking research		X
9. Experience of talking to case studies or individuals with lived experience and capturing necessary detail to meet campaign brief		X
10. Experience of using content management systems e.g. Drupal		X
Personal Attributes		
9. Ability to work under own initiative while liaising closely with managers and colleagues	X	
10. Ability to digest large volumes of complex information, and then summarise the information concisely, either verbally or in writing	X	
11. Practical IT skills (Microsoft Office programmes)	X	
12. Excellent interpersonal skills	X	
13. Ability to work as part of a team	X	
14. Ability to work to deadlines and under pressure	X	
15. Direct experience of autism		X
16. The attributes required for this role would be suitable for candidates on the Autistic Spectrum	X	
17. 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	
18. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X	