

JOB DESCRIPTION: Internship – 1 year

SALARY:	£9,875 pa
HOURS:	Term Time only
REPORTS TO:	Department Mentor and Coach
LOCATION:	Across BeyondAutism services, within London
PROBATIONARY PERIOD:	6 months
HOLIDAY:	School holidays as published by BeyondAutism Schools
SICK PAY:	In accordance with the BeyondAutism sickness absence policy.
OTHER BENEFITS:	Travelcard loan, cycle-to-work scheme, Perkbox employee discounts, access to company pension scheme.

[About BeyondAutism](#)

BeyondAutism is a charity dedicated to empowering people with autism to lead fuller lives through positive educational experiences, training for the people who work with them and support for their families and carers. We are experts in educating children and young people with autism, applying the principles of Applied Behaviour Analysis (ABA) and Verbal Behaviour (VB) to teach students and arm them with the life skills they need to live as independent a life as possible.

[Objectives of the internship](#)

The BeyondAutism internship is designed to offer those who have a formal diagnosis of autism, or with social and communication difficulties, the chance to access and experience meaningful and supported work. The internship aims to promote independence, strengthen inclusivity in the workplace, and enhance employability prospects, helping those involved to become active citizens.

[Overview of the intern role](#)

As an intern you will spend an academic year at BeyondAutism learning new skills and experience working in different departments throughout the organisation. This could include placements in our

Marketing, Finance and HR teams as well as within our Schools. You will spend 50% of your time directly employed, working on organisational projects. The remaining 50% of your time will be spent gaining experience across the departments, working on building your CV and understanding what is required to pursue a career in each department.

You will be required to complete various tasks, under the direction of a mentor from each department. You will also have access to job coaching, as and when needed.

Main responsibilities

Responsibilities will be dependent on your own skills, experience and requirements of the individual department. Some of the key tasks an intern might be asked to do include:

- Supporting across the various departments
- General administration duties.
- Emailing and sending out letters as required.
- Helping to make resources for classrooms and services.
- Photocopying documents
- Inputting data into spreadsheets and databases
- Communicating with colleagues
- To follow BeyondAutism safeguarding policies.
- To represent the charity at organised charity events and contribute to the organisation and running of the event when needed / out of hours on a voluntary basis
- To undertake additional tasks as directed by each department mentor.
- To comply with the Data Protection Act 1998 and relevant BeyondAutism policies throughout the internship.

All members of the organisation are required to follow safeguarding procedures and policies, including participating in mandatory training.

Person Specification

You will be keen to build your experience and skills and to explore new areas of organisational life. You will want to develop your confidence as well as your CV so that you are better placed to apply for work at the end of the programme, not only with BeyondAutism but with other organisations too.

You might find working in large groups of people difficult but are keen to work with others. You could benefit from clear structure and support from a workplace mentor. You might find the interview process difficult – we will accommodate reasonable adjustments to ensure our process is inclusive.

If you would like to work and take the first steps to building your career, this position could be a great next step for you.

- Educated to GCSE level or equivalent - with the desire of accessing further education or training
- English and Maths at Level 1 or above.
- IT skills which can be built upon
- An appreciation that being reliable and mindful about timekeeping is important
- An interest of wanting to build your knowledge and insight of the charity sector
- Experience of working in an office environment (desirable)
- Wanting to learn and help make a difference (essential).