



Chief Operating Officer

Job Description & Person Specification

BeyondAutism

October 2023

Registered Charity No. 1082599
020 3031 9705
beyondautism.org.uk

 **BeyondAutism**

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About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. Children with an EHCP are up to six times more likely to be excluded for a fixed period or permanently than pupils with no special educational needs.¹ The majority of these pupils will have autism alongside other communication and learning difficulties.

We're activating networks and building local capacity with our solution focused Outreach team; and our unique Fast Responder service is working at the point of crisis to change the national picture and reduce school placement breakdown.

Our values

At BeyondAutism we are:

Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

Job overview

- As COO you will be BeyondAutism's second-in-command and be responsible for the financial well-being of the charity, financial and commercial strategy and day-to-day operational excellence.
- The overarching purpose of the COO position is to work with the CEO on defining the financial and operational strategy of BeyondAutism and then to implement it, thereby enabling the charity to deliver its charitable objects.
- You will provide strong leadership of the finance function, being proactive, outward facing and an exceptional manager of stakeholder relationships.

What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



Pension scheme *

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



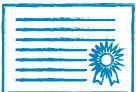
Season ticket loan *

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



Bicycle loan *

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (*) are contractual benefits open to staff who have been in post for three months or more.

Responsibilities

- Leadership and management of a senior team to deliver business plans in pursuance of the strategic objectives.
- Developing and leading the finance and operations functions (HR, Facilities and Fundraising) so that they facilitate the growth and reach agenda.
- Provide leadership on Finance and Accounting strategy, to optimise BeyondAutism's financial performance.
- With the CEO and Director of Education, ensure that our regulatory services remain outstanding.
- To deputise for the CEO as required.

Strategic leadership

- Delivering results during a period of unpredictability, negotiating with and influencing senior stakeholders from a variety of disciplines (political, commercial, Local Authority).
- Leading the operations functions so that they are proactive, outward-facing and viewed as an essential partner in the decision-making process.
- Increasing the commercial capability throughout the organisation, with a focus on delivering value for money through effective contract and supplier management.
- With the Director of Education and Director of Research, Learning & New Business, review the model for service delivery as part of implementing the growth strategy. This will include the service models currently operating in London.
- Building and enacting transformational change to the commercial strategic decision making in collaboration with the CEO.
- With accountability for procurement and contract management, you will demonstrate ongoing improvement to processes and transparency, working to create a system in which it is faster and easier to satisfy Trustee scrutiny and meet accountability requirements.
- You will operate collegially with the Senior Management Team to ensure we build effective customer relationships and deliver services that meet the needs of the end-user.
- You will be accountable for an Operational Blueprint that delivers growth for the organisation.
- Assess the revenue opportunity versus the risk and cost profile of the pricing/operating models.
- Advise on strategic implications resulting from legal and regulatory changes.
- Define and oversee adherence to policies and procedures.
- Own and apply commercial scrutiny.
- Establish and embed a system to track and monitor all contracts, tracking all changes regardless of risk attributed to the given clause.
- Localise and translate standard contract templates where applicable, and maintain these templates.
- Provide risk advice to the Senior Management Team.

Financial leadership and management

- Ensure that company financial systems are robust, compliant and support current activities and future growth.
- Ensure that all regulatory requirements are met including the Charity Commission, Ofsted and Company Law.
- Take a lead role along with the CEO in arranging finance in accordance with Trustee strategy.
- Ensure appropriate reporting of the month end is timely and informs decision making.
- Write and share a monthly analysis flagging key risks and, with the CEO, ensure actions are taken to mitigate risks.
- Provide reporting against budget/forecast, ensuring viability of each service within full cost recovery parameters.
- Provide executive summary reporting to Trustees.
- Lead the budget setting process, liaising effectively with each member of SMT and the finance team.
- Presentation of Budget to Trustees.
- Reflect and present information in appropriate formats for internal and external use.
- Take the lead as appropriate on specified projects, following our project management processes.
- Ensure your team are supported and skilled in new service development.

About the role

Facilities

- Senior leadership oversight of the facilities strategy, including health and safety compliance, appropriate and robust contracts and a viable maintenance cycle.
- Through your leadership team, ensure quality and compliance systems and processes are embedded, informative and enabling of a learning organisation.
- Ensure that BeyondAutism has the best affordable IT infrastructure and resources

HR

- Senior leadership oversight of the people strategy ensuring swift action and appropriate scrutiny of our recruitment and retention strategy.
- With the CEO and wider SMT ensure that BeyondAutism is an employer of choice within our sector.
- With the Head of HR, support in the design and implementation of key HR strategic initiatives and drive performance improvements across the HR team.

Fundraising

- Senior leadership oversight of the fundraising strategy, specifically driving unrestricted income generation to meet our core costs and growth agenda.
- Through your leadership team ensure that events are high quality, well attended and drive individual giving.

General responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism.
- To safeguard children and vulnerable adults at all times.
- To undertake training as required.
- Assist with other work, events and projects as needed.
- Any other duties that the Chief Executive Officer may reasonably require.



What you will bring to the role

	Essential	Desirable
Skills and experience	<ul style="list-style-type: none"> • Excellent leadership skills gained at board level • Strong financial, business and commercial acumen • Proven commercial expertise in negotiating and delivering contracts for services • Experience of leading procurement to obtain the best value for money goods and services for the charity • Strong written and verbal communication skills • An ability to challenge and influence a range of stakeholders in a commercial environment • At least 5-years senior finance and/or commercial experience • Must have supported a cross-matrix organization in a service providing charity or the independent education sector • Strong financial acumen with excellent technical and commercial skills • Producing reports and summaries (ad hoc and regular) which clearly articulate key matters for a senior and/or non-commercial audience • Good understanding of commercial and fundraising bid preparation and submission processes (ITT, RFP, BAFO) • Ability to identify and analyse key commercial risks such as KPIs, SLAs, contractual dependencies and milestones • Strong contract negotiation and drafting skills • Good working knowledge of GDPR • Strong attention to detail and compliance with process • Starter - finisher: seeing activities through to successful completion • Resilient and self-motivated • The ability to prioritise, meet deadlines and work under pressure • Have confidence to seek support, input, and guidance appropriately when required 	<ul style="list-style-type: none"> • Tertiary degree in a business-related discipline and relevant post graduate qualifications would be held in high regard



SALARY SCALE:	£79,201 - £86,545 (D13 – D16)
HOURS:	37.5 hours per week. Office hours are Monday to Friday 8:30am to 5.00pm. Expectation to attend Trustee Meetings four times a year. Occasionally there may be other evening meetings or events outside normal hours.
REPORTS TO:	Chief Executive Officer
LOCATION(S):	Hybrid – at least 1 day a week at the Charity Office (SW15) plus time with services
PROBATIONARY PERIOD:	Six months
HOLIDAY:	33 days per annum inclusive of bank holidays pro rata, rising with service up to a maximum of 36 days per annum inclusive of bank holidays. Additionally there is a discretionary office closure between Christmas and New Year.
HOW TO APPLY:	<p>If you're interested in applying for the role, please send your CV and covering letter to recruitment@beyondautism.org.uk.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none"> • Why you are interested in applying for this role • How your skills/experience meet the requirements of the person specification <p>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</p> <p>There will be a 2-stage interview. The first stage will be a remote teams interview on 8th November. Successful candidates will then be asked to attend a face to face interview on 20th November.</p>

If you would like to know more or ask a question please email recruitment@beyondautism.org.uk.

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

