

Job Description

Function:	Central Business Services
Job title:	Autism Trainer
Reports to:	External Training Manager

Autism Anglia is a well-established charity providing direct provision for people within the Autistic Spectrum from pre-school to adults. We provide a range of services to enable people with autism to live as independently as possible and experience choice and inclusion in society. The ethos of our work is based on the following five key themes.

- To provide skills and strategies to people with ASC
- To always adopt a personalised approach
- To have a shared understanding of a person and their strengths and needs
- To have power with rather than power over a person with ASC
- To see people with ASC as independent and valued citizens

Main Purpose of Post

As one of the lead autism trainers for Autism Anglia, you will be integral to the effective analysis, design, evolvment and delivery of relevant autism training both internally and externally as directed by the External Training Manager. The role will involve working closely with key stakeholders to ensure the training is delivered to an exceptionally high standard.

Specific Responsibilities

1. Under the direction of the CEO and supervision of the External Training Manager, to act as one of the lead trainers of Autism specific courses for Autism Anglia.
2. To deliver internal training courses for Autism Anglia across East Anglia.
3. To act as one of the lead trainers for autism training delivering training both internally and externally to organisations and individuals, liaising and working closely with both the External Training Manager and the Learning and Development Manager.
4. Proactively promote a positive and professional learning culture throughout the entire Organisation

5. To act as an ambassador for Autism Anglia, having a professional image and outlook, showcasing and representing the Organisation and the services it has to offer.
6. Supporting with the training needs analysis both internally and externally, identifying skills gaps, designing and delivering on specific training and development on specific training and development programmes. To develop internal and external training in order to generate income for the Charity that can be reinvested.
7. Be involved in the production and development of related training material for both internal and external training.
8. Administration tasks including record keeping and use of IT systems to record information.
9. To assist in producing statistical information and undertake data analysis.
10. Requirement to be flexible and to travel for the role as required ensuring successful delivery of all relevant internal and external autism specific training courses across the Eastern Region, delivering the training in a professional manner adapting and meeting the needs of all the delegates attending.
11. To fully respect equality and diversity when producing and developing all course content and training materials, ensuring any reasonable adjustments are effectively managed.
12. To effectively analyses, monitor, and review the progress of attendees using appropriate resources such as questionnaires, evaluation forms, discussions with attendees and other relevant stake holders.
13. To ensure that all delegates have an opportunity to offer feedback and to evaluate the effectiveness of the content.
14. To monitor the attendance levels of all related training to ensure optimum attendance levels are reached.
15. To support the development of an Autism Anglia best practice working group across the Organisation, facilitating and overseeing as required.
16. To support, advise, mentor and shadow other trainers specific to autism related subjects.
17. To keep own CPD up to date to ensure a retained excellent level of understanding of autism and best practice.
18. To undertake any appropriate training / workshops that would enhance your own skills.
19. To have a good understanding of the Accreditation process and the importance of this to our training portfolio.

20. In conjunction with the External Training Manager, and Learning and Development Manager, help and support with managing costs in accordance with relevant training budgets, tacking reviewed and monitored.

Must have a full driving license and use of own car and be willing to travel

Person Specification

Education and qualifications

Essential	Desirable
	A relevant training / teaching qualification
	Proven experience as a professional trainer

Knowledge and Experience

Essential	Desirable
Confidence and proven experience in delivering presentations to groups of varying sizes	Proven experience of delivering training to a broad range of audiences
An excellent and broad understanding of Autism Spectrum Conditions	Evidence of delivering Autism specific training
Understanding of effective teaching methodologies and tools	Experience of working within Health and Social Care
Must have the ability to fully understand the Organisation including culture to ensure the aims of the training package are in line with business needs	E-learning software is an asset
Excellent communication, presentation and public speaking skills	
Must be an excellent ambassador for Autism Anglia	

Enhancing the lives of autistic people



Personal Skills and Qualities

Essential	Desirable
Excellent organisational and time management abilities	Experience and Knowledge of PowerPoint and ability to use virtual meeting platforms (Zoom and Teams)
Critical thinking and decision making	
The ability to adapt communication in order to respond to questions from the delegates	
The ability to be able to meet the needs of all delegates and to ensure they feel welcomed and included	
Passionate about teaching and learning	
To have a professional image and outlook at all times	