

resources for
autism



Chief Executive Officer

Candidate information pack

October 2023

A message from the Chair

We are delighted and excited to be looking for a new Chief Executive to take Resources for Autism to the next level.

The past few years have seen an unprecedented increase in demand for our services, which, coupled with COVID and a challenging economic climate, have meant that we have had to work hard to deliver our unique services. We have done remarkably well, but now is the time to reset for the next period as we look to consolidate further and grow our ability to deliver for those who need us.

Whilst we are a relatively small charity, we punch way beyond our weight and want someone to lead the team who can take all that we do, which is good and amplify it. It's a great place to work with dedicated and caring people who go above and beyond to support our community.

We are needed more than ever and need someone committed to our mission. At Resources for Autism, we are committed to diversity and inclusiveness. We strongly believe that diversity brings fresh perspectives and skills. The more inclusive we are, the stronger our work will be.

[Eastside People](#) is supporting [Resources for Autism](#) in the recruitment of this role. We want you to have every opportunity to demonstrate your skills, ability, and potential; please get in touch with [Renu Gundala](#) at Eastside People if you require any assistance or adjustment so we can help make the application process work for you.

Sir Nick Hine, Chair

87% of staff would recommend RfA as a great place to work. 73% of volunteers reported that their primary motivation for joining RfA is the feeling of giving something back.



Would you like to be part of our mission to co-produce a more neuro inclusive society for autistic individuals?

Resources for Autism (RfA) provides practical services for children and adults with a diagnosis of autism and for those who love and care for them. We aim to bridge the gap between social care, education, and health, particularly those whose behaviour challenges other providers.

Under the leadership of the outgoing CEO, we have emerged strong from the pandemic, where we have responded successfully by adapting and renewing our ways of working to continue working safely all around the ever-increasing demand for our services to autistic people. We are now looking for our next CEO to continue to provide leadership and strategic direction to our people to maximise our reach and impact.

RfA's future strategy includes two distinct parts. The first outlines our commitments to serving our **Autism Community**, and the second is how we will **Capacity Build** our organisation to consolidate and set foundations for growth and development.

As our next CEO, you will ensure the efficient, effective, and safe management of Resources for Autism (RfA) and its services and ensure we grow and develop in line with our aims and objectives. You will shape RfA's strategic and operational plans, ensuring effective governance. With knowledge of Autism and a genuine passion for making a difference to the lives of autistic people and their families, you will maximise the impact on our service users while driving system changes through training.

This role presents an opportunity for a values-led and courageous leader who can inspire and nurture a culture of continuous learning, inclusion and support. Working collaboratively with an engaged and knowledgeable senior leadership team, you will be responsible for managing our resources, finances, and operations and maintaining the highest standards. You will be supported by a committed Board of Trustees, with whom you will work on the strategic direction and financial sustainability of RfA.

Why should you join us?

This an exciting opportunity for you to inspire and lead an organisation made up of incredibly talented, passionate, and diverse individuals committed to our cause that is more relevant now than ever. This role presents an opportunity to further enhance your leadership skills by

championing the co-production of our services and making a lasting impact on the lives of autistic individuals and their families.

The inspiring journey of our outgoing CEO

“The last four years being CEO of Resources for Autism have been the most professionally rewarding years of my career to date. Over the last four years, our charity has not only adapted and overcome the challenges posed by COVID, rising costs and sector-wide shortages but has come out of it stronger, with new services and much stronger foundations. We have a very solid Leadership and Management team, a warm and inclusive culture, a cause that is more relevant now than ever, a demonstrable commitment to co-production, diversity and inclusion, and a model of operation that is agile, responsive and caring. The levels of staff/volunteer engagement with our cause are very high, and working here means you get to be surrounded and led by incredibly talented and passionate people from over 60 different cultures, all of whom are extremely dedicated to the organisation’s mission.”

Dolyanna Mordochai



Chief Executive Officer

Key Information

Salary	Up to £75,000 per annum, depending on experience.
Location	London or Birmingham, with frequent travel to either location. Hybrid (Two to three days in the office approx.)
Contract Type	Permanent, 37.5 hours per week.
Hours	Full Time (Possibility of 4 days)
Reports to	Board of Trustees
Direct Reports	Head of Finance, Head of Fundraising, Head of People, Head of Behaviour and Training, Director of Services (Senior Leadership Team)
Benefits	Flexible working, 25 days per annum plus eight bank holidays and the additional office closure between Christmas and New Year. Access to wellbeing initiatives & EAP. Enrolment on to our pension scheme.

This role requires the postholder to undertake an enhanced criminal record check, i.e. enhanced DBS or equivalent.

Job Purpose

- To provide leadership and strategic direction to the organisation by its mission, vision and embodying its values of excellence.
- To maximise RfA's reach and impact, ensuring the best possible outcomes for Autistic people and their families as well as drive system change through the delivery of our training.
- To inspire and lead the people and management of RfA, ensuring a culture of continuous learning, inclusion, and support.
- To advise the Trustees on the organisation's strategic direction and ensure implementation of Board decisions.

- To ensure the organisation's financial sustainability is optimised.

Key Responsibilities

Governance

- Lead the delivery of RfA's vision, values and mission.
- Shape the organisation's strategic and operational plans and policies and guide their successful implementation by staff, volunteers, and trustees.
- Ensure strong governance and that the Board has sufficient resources, guidance and professional advice to perform its duties.
- Ensure the organisation's corporate policies and practices are up to date and relevant in the current environment and that the organisation is managed in line with current best practices, including effective risk management.
- Communicate good governance understanding and developments within the Senior Leadership Team.
- Support the recruitment, selection and onboarding of new Trustees.

Leadership and People

- Provide inspiring, courageous, and effective leadership to RfA staff and volunteers, being the face of the organisation internally and externally.
- Supervise, support, and develop the Leadership Team, playing them to their strengths to be their best.
- Work collaboratively to ensure that the organisation's mission is delivered and that strategic and operational objectives are implemented in an outcome-focused way.
- Lead by example, build a high achievement and accountability culture where all staff are valued and supported to do their job well.
- Actively seek feedback, drive the organisation forward, and involve others in the journey.
- Visible and trusted presence within RfA, fostering trust and individual development.
- Work alongside the Head of People to build highly functioning staff teams by providing guidance and coaching to managers.

- Work alongside the Head of People and RfA's Diversity Lead to continue to develop our internal and external practice around Diversity and Inclusion and to introduce new initiatives in that space.

Finance

- Work alongside the Head of Finance to ensure the organisational budget, finances and management accounts are accurate, monitored regularly and reported on promptly.
- Ensure robust financial management of the Charity, including generating budgets, preparing annual accounts and overseeing all required reporting.

Income Generation

- Cultivate and develop relationships with new and existing supporters.
- Write or supervise the writing of local authority tenders, attend tender interviews, and maintain and develop relationships with health and social care commissioners.
- Provide advice and guidance to the Head of Fundraising to enable all services to be sustainable and developed further, and new projects are introduced in line with our growing community needs.
- Work alongside the Head of Fundraising in producing a robust fundraising strategy and work with them to secure ongoing funding from diverse sources.
- Effectively work with the fundraising team, develop relationships with key funders and represent and promote the organisation to potential donors.
- Be the main point of contact for commissioners, optimising opportunities for new growth areas.
- Be prepared to flex between the operational and strategic demands of fundraising.

Service Delivery and Management

- Work closely with the Director of Services to ensure that all services are safe and relevant and that trends are analysed to ensure that we meet existing and emerging needs.
- Set targets and monitor performance for the future growth of RfA.

- Work closely with our Co-production lead to ensure the service user voice is amplified within the organisation and informing service design, delivery and evaluation. This includes the voices of those who do not communicate verbally.
- Ensure the highest standards in relation to safeguarding children and vulnerable adults.
- Ensure that services follow current best practice guidelines and support the Quality team to gain silver and gold Quality mark by 2025.
- Capture output and outcome data and review this to ensure thorough monitoring and evaluation of all services.
- Identify unmet needs among autistic children and adults and their families and develop services in line with RfA's aims and objectives.
- Ensure that services are publicised to reach families and encourage referrals from partner organisations.

External Relationships

- Enable autistic children and adults, parents, and carers to articulate their needs so that service users receive optimum support.
- Develop links with appropriate statutory and voluntary organisations to identify and explore joint and collaborative working opportunities.
- Attend external meetings, training events, conferences and other functions as required.
- Build relationships and share knowledge with other services in the sector.
- Act as the main point of contact for any media interest or external communications on behalf of the organisation.
- Promote and champion RfA's training and consultancy offer, ensuring it reaches a broad audience and promotes the charity's mission to create a more neuro inclusive society.

Working with the Board of Trustees

- Guide the Board of Trustees in preparing RfA's long and short-term strategic plans.
- Prepare periodic financial and service reports for the Board of Trustees.

- Work with the Chair of Trustees to prepare an agenda for all Trustees Meetings and attend Trustees meetings.
- Draft the Trustees' annual statutory report for approval by the Board of Trustees.

Continuous Professional Development

- Engage in continuous professional development to enhance skills and develop best practices.
- Keep abreast of developments in the field of autism and neurodiversity and the voluntary sector as a whole.
- Maintain a high-quality standard of work and work at all times in accordance with the aims, values and ethos of RfA.

Person Specification

Experience, Skills, and Knowledge

Essential

- Experience working as a CEO or a Deputy CEO in a similar organisation or demonstrable experience as a senior leader in a larger service delivery organisation in the voluntary sector.
- Knowledge around autism and a genuine passion for making a difference in the lives of autistic people and their families to create a more neuro inclusive society with our co-production approach.
- Proven track record in securing funding from statutory bodies, corporate funding, and local and national grant-making trusts.
- Demonstrable experience in governance and compliance, as well as demonstrable experience working with a Board of Trustees
- Experience in building a culture that promotes continuous learning, inclusion, collaboration, and accountability.
- High-level understanding of or experience of safeguarding or ability to support a Designated Safeguarding Lead (DSL) with high-risk safeguarding cases.
- Demonstrable experience as a values-led, resilient, and people-centred leader.

- Strong financial acumen with an ability to write and interrogate budgets and management accounts.
- Excellent communication and influencing skills with different groups and individuals face-to-face or using various channels, including social media.
- Understanding of issues affecting the voluntary sector, e.g., funding, legal requirements, employment, partnership working, etc.

Desirable

- Experience and confidence with media and writing articles and public presentations.
- Lived experience of Autism.
- Understanding of co-production principles and demonstrable commitment to developing this area further.



How to apply

[Eastside People](#) is supporting [Resources for Autism](#) in the recruitment of this role. [Please click here to apply](#) by submitting your CV and a cover letter. Please respond to the following areas in your cover letter:

- Your strategic experience as a senior leader in a service delivery organisation
- Your familiarity with Autism and the reasons this opportunity resonates for you
- Experience/knowledge in relation to the other relevant skills and experience specified in the job description and person specification

If you would like a call to discuss the role in more detail, please email Renu Gundala at renu@eastsidepeople.org to arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application. The closing date for applications is **Monday, 20 November 2023**, and longlisting interviews held by Eastside People will take place the following week. **We recommend you apply at the earliest opportunity, as we will be shortlisting and interviewing on an ongoing basis.**

Interviews with Resources for Autism for shortlisted candidates will be **w/c 11 December 2023**. The selection process will involve an interview and presentation to the panel of Trustees and the outgoing CEO. Should you be successful at this stage, there will be an opportunity to meet with the Senior Leadership team.

We want you to have every opportunity to demonstrate your skills, ability, and potential; please get in touch with us if you require any assistance or adjustment so that we can help make the application process work for you.

Our commitment to diversity

Resources for Autism is committed to promoting equal opportunities in employment. We are committed to ensuring that our employees and all job applicants will receive equal treatment regardless of age, disability, gender, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, gender reassignment or sexual orientation (these are known as protected characteristics).

About 48% of our beneficiaries in service are from a global majority background, 40% white British, 2% white other and 10% unknown.

About us

Resources for Autism was founded in 1997 as a response to families concerned about the lack of support and resources for people loving, living and caring for autistic individuals. With a tiny budget and one playgroup, the organisation started offering services to a small number of families in North London. Twenty-seven years later, it is a medium-sized, bi-regional charity, supporting over 2000 families with a turnover of £2.7M. Several revenue streams from local authority contracts, trusts & foundations, and fees financially support us. The organisation has a warm and inclusive culture and a high commitment to its cause amongst its staff. We have a team of approximately 250 staff and 60 volunteers, most of whom are part-time. We listen. We understand. We care. We respond.

The approach to our work is guided by the ethos of absolute acceptance of an individual as they are, and from that place, we work with the environment around them (be it school, social care, parents, or siblings) to shift the narrative around the individual from one of pathology to one of inclusion. Our mission goes beyond supporting autistic people and their loved ones and extends to creating services that are aware and inclusive of neuro-divergence.



Our Vision

A society where individuals on the autistic spectrum can live happy and fulfilling lives.

Our Services

- **Children and Young People:** Term-time youth groups and holiday schemes for children and young people – our flagship services which support the building of social skills and friendships
- **Adults:** Advocacy, counselling, skills-building sessions around key issues such as relationships, regular social groups to increase independence and provide opportunities for socialisation
- **Families:** Specialist crisis intervention, parenting training, behaviour management support, peer groups, coffee drop-in sessions and respite provision
- **Organisations:** Innovative, creative training for service providers, public sector bodies and companies which aim to change society's narrative around autism and neurodiversity

Our USPs

- Our work is primarily about creating safe spaces where autistic individuals can feel happy, included, accepted, and celebrated for who they are.
- Our work is about providing specialist services and influencing and capacity-building others.
- We are a national charity with a strong community focus.
- We focus on communities affected by poverty.
- We remain an all-ages service, and we work holistically with systems around the individual.

50% would describe RfA as “transformative”, 25% as “persistent”, and 25% as “ambitious” (Feedback from Local Authority Commissioners)



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Eastside People is the trading name for Eastside Consulting Ltd. Company number: 4958922.