



Development Associate

(Graduate Programme, 18-24 months)

Job Description & Person Specification

April 2026



Contents



About BeyondAutism 3

Our values 3

Job overview 3

What we can offer you 4

About the role 5

What you will bring to the role 7

Job information 8



About BeyondAutism

Our vision

A world where every autistic learner belongs, succeeds and shapes their own future.

Our mission

To ensure every autistic child and young adult accesses the education and support they need to belong, succeed, and lead lives full of opportunity, choice and independence.

Founded by parents in 2000, we provide a continuum of support from Early Years through Post-19, alongside outreach, training, and our pioneering BeyondAutism Fast Responder service. We combine direct education for children with the most complex needs with national training, resources, and policy influence – creating a blueprint for inclusion that can be scaled across the country.

At the heart of our approach is a deep understanding of behaviour – recognising it as communication and as a reflection of environment and need. Too often, scientific principles have been misapplied in ways that prioritise compliance over the individual's voice. We reject any practice that seeks to suppress identity; instead, we celebrate individuality and apply behaviour analysis in a positive, ethical, and person-centred way – supporting choice, independence, and outcomes that enhance quality of life.

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 understanding 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

To support the delivery of marketing, communications, fundraising and admissions activity across the Department of Marketing, Communications and Fundraising while participating in a structured graduate development programme.

The post-holder will operate as a flexible, cross-functional resource, supporting priority projects, campaigns and ad hoc requests across the department, including Admissions. The role is designed to provide broad, practical experience across core functions while strengthening departmental delivery capacity.

Working under the direction of the Engagement Operations Manager and in collaboration with colleagues across the department, the Development Associate will contribute to the coordination and delivery of activity while building skills in communications, stakeholder engagement, income generation and organisational operations.

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, 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.

About the role

Cross-departmental project support

- Provide flexible support across marketing, communications, fundraising and admissions activity based on departmental priorities
- Assist in the delivery of campaigns, including preparation of materials, content and supporting assets
- Support coordination of multiple projects, ensuring timelines and deliverables are met
- Contribute to the development of presentations, briefings and internal communications materials

Operational and ad hoc support

- Support ad hoc requests across the department, including administrative, coordination and delivery tasks
- Assist with lower-level and time-sensitive activity to enable senior colleagues to focus on strategic priorities
- Work under the direction of the Engagement Operations Manager to prioritise workload and respond to changing demands
- Contribute to maintaining organised workflows, documentation and shared resources

Fundraising and partnership support

- Support fundraising activity through research, prospect identification and preparation of supporting materials
- Assist in the development of funding proposals, reports and partnership materials where appropriate
- Prepare briefings and background information for meetings with donors, partners and stakeholders
- Support follow-up actions and relationship management processes

Marketing, communications and engagement support

- Support the development and delivery of marketing and communications campaigns
- Assist with content preparation across digital and external channels
- Contribute to identifying stories, case studies and content opportunities across services
- Support coordination of events, campaigns and external engagement activity



About the role

Admissions support

- Provide administrative and coordination support to the Admissions function during peak periods
- Assist with enquiry tracking, preparation of information packs and coordination of visits or events
- Support communication with prospective families and stakeholders where appropriate
- Contribute to maintaining accurate admissions records and processes

Organisational coordination

- Support the Engagement Operations Manager in coordinating departmental workflows and priorities
- Assist in maintaining campaign plans, timelines and tracking documents
- Contribute to accurate record-keeping across fundraising, communications and admissions activity
- Support preparation of materials for internal meetings and organisational briefings

Graduate development pathway

This role forms part of a structured graduate development programme designed to provide broad exposure across the department.

The post-holder will:

- Gain experience across marketing, communications, fundraising and admissions functions
- Participate in structured rotations or project-based exposure across different areas of the department
- Receive regular supervision, mentoring and performance feedback
- Build practical skills in stakeholder engagement, communications delivery and income generation
- Progressively take on increased responsibility over the course of the programme



What you will bring to the role

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Graduate-level qualification or equivalent experience • Experience working on collaborative projects or initiatives 	<ul style="list-style-type: none"> • Internship, placement or volunteer experience within charity, education or public sector • Experience supporting events, campaigns or administrative coordination
Skills	<ul style="list-style-type: none"> • Strong written communication • Organisation and time management • Research and information gathering 	<ul style="list-style-type: none"> • Ability to adapt communication style for different audiences • Basic content creation or digital skills (e.g. Canva, social media, CMS) • Understanding of marketing, communications or fundraising principles
Abilities	<ul style="list-style-type: none"> • Work across multiple projects and priorities • Build positive relationships with colleagues and stakeholders • Learn quickly and adapt to new tasks 	<ul style="list-style-type: none"> • Ability to respond flexibly to changing priorities and ad hoc requests • Ability to follow direction while also using initiative appropriately • Ability to manage detail-oriented work with accuracy and consistency
Personal qualities	<ul style="list-style-type: none"> • Curious and motivated • Reliable and organised • Collaborative and enthusiastic 	<ul style="list-style-type: none"> • Interest in the charity sector, social impact or education • Resilient and comfortable working in a fast-paced environment • Willingness to take ownership and see tasks through to completion



Job information



SALARY SCALE:	£28,279 - £31,353
HOURS:	37.5 hours per week
DURATION:	18-24 month programme
LINE MANAGER:	Engagement Operations Manager
LOCATION(S):	Hybrid, with two days per week at Charity Office (SW18) and/or with services.
PROBATIONARY PERIOD:	Six months
HOW TO APPLY:	If you're interested in applying for the role, please send a cover letter and CV to recruitment@beyondautism.org.uk

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.



020 3031 9705

Gatehouse by Spacemade, 1 Armoury Way, London, England, SW18 1TH, United Kingdom

How to follow us



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