



Internal Engagement Officer

Job Description & Person Specification

April 2026



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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 lead the delivery of internal communications and staff engagement activity across BeyondAutism's services and sites, ensuring colleagues remain informed, connected and aligned with organisational priorities.

Working closely with the Engagement Operations Manager and Human Resources, the post-holder will support the development of a strong internal communications culture while strengthening staff engagement, organisational identity and employer brand.

The role ensures that staff across the organisation receive clear, consistent and accessible communications while creating opportunities for staff voice, feedback and participation in organisational initiatives.

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

Internal communications

- Produce clear and engaging internal communications that keep staff, trustees, and governors informed about organisational developments, priorities and initiatives
- Draft internal briefings, updates and announcements for distribution across services and sites
- Support leadership communications including messages from the Chief Executive and senior leadership team
- Ensure internal communications are accessible and relevant to staff working in different roles across the organisation
- Maintain the internal communications calendar and coordinate the timing of internal messaging

Staff engagement and organisational culture

- Deliver initiatives that strengthen staff engagement and connection to the organisation's mission and values
- Support the development of a positive internal culture that encourages collaboration and shared purpose
- Coordinate internal campaigns that celebrate staff achievements and highlight the impact of BeyondAutism's work
- Encourage participation in organisational initiatives and events that strengthen staff connection across services

Staff conference and internal events

- Lead the planning and coordination of the annual staff conference
- Work with colleagues across departments to develop programme content and event communications.
- Support the organisation of internal staff events that strengthen engagement and organisational culture.
- Ensure events are effectively communicated and supported across services and sites

Staff engagement structures

- Coordinate staff committees or staff representative groups across the organisation
- Support effective communication between staff committees and organisational leadership
- Ensure staff voices and feedback from engagement groups are communicated clearly within the organisation
- Support initiatives that strengthen two-way communication between staff and leadership

Staff surveys and organisational listening

- Coordinate staff engagement surveys and other feedback mechanisms
- Work with HR and senior leadership to ensure surveys are effectively communicated and promoted
- Support the analysis and communication of survey findings across the organisation
- Contribute to initiatives that respond to staff feedback and strengthen organisational engagement



About the role

Employer brand and staff storytelling

- Work with Human Resources to support initiatives that strengthen BeyondAutism's employer brand
- Capture and share authentic employee stories that highlight organisational culture and staff experience
- Support the development of campaigns that promote BeyondAutism as an employer of choice
- Ensure internal stories reflect the organisation's values and mission

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Internal storytelling and content development

- Identify stories, milestones and achievements across services that can be shared internally
- Work with colleagues across the organisation to gather stories and updates
- Collaborate with the Digital team to produce multimedia storytelling where appropriate
- Maintain a pipeline of internal stories that support staff engagement and organisational pride

Organisational coordination

- Support the Engagement Operations Manager in coordinating internal communications requests
- Ensure organisational initiatives requiring internal communications support are delivered effectively
- Assist in the preparation of communications materials for internal meetings and organisational briefings



What you will bring to the role

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience producing internal communications or engagement activity • Experience coordinating events or engagement initiatives 	<ul style="list-style-type: none"> • Experience leading internal communications or engagement strategy in a complex or multi-site organisation • Charity, education or public sector experience • Experience supporting organisational change, consultation or culture programmes • Experience managing internal platforms (e.g. intranet, SharePoint, staff apps)
Skills	<ul style="list-style-type: none"> • Strong written and verbal communication • Stakeholder engagement and relationship building • Content development and storytelling 	<ul style="list-style-type: none"> • Graphic design experience – Canva, InDesign • Strong facilitation skills, including leading workshops, forums or staff engagement sessions • Understanding of internal communications planning, channels and audience segmentation
Abilities	<ul style="list-style-type: none"> • Translate organisational priorities into clear and accessible messages • Build relationships with colleagues across teams and services • Manage multiple communications and engagement initiatives simultaneously 	<ul style="list-style-type: none"> • Ability to build trust across different levels of the organisation • Ability to balance organisational priorities with staff needs and sentiment • Strong judgement in handling sensitive or confidential information
Personal qualities	<ul style="list-style-type: none"> • Collaborative and approachable communicator • Organised and proactive • Positive and supportive team contributor. 	<ul style="list-style-type: none"> • Demonstrated high emotional intelligence and ability to read organisational dynamics • Resilient and adaptable in a fast-changing environment • Strong commitment to inclusion, accessibility, and staff voice



Job information



SALARY SCALE:	£27,323 - £29,629
HOURS:	37.5 hours per week
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.



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How to follow us



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