

**Group**  
Providing Independent Advocacy

A free service co-  
run for autistic adults

# The Advonet Group

Providing Independent Advocacy



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**Autism  
AIM Deputy  
Manager  
Recruitment Pack**

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# Welcome

## Angela Ellis, CEO

Dear potential applicant,

Thank you for taking an interest in The Advonet Group and for considering joining us. Every day, our teams support people who may find it hard to be heard or to get the help they need. This work matters. It can be challenging, but it is also rewarding. It makes a real difference to people's lives.

I am proud of the care, kindness and skill our staff bring to their roles. We work together, we learn from each other, and we do our best to provide a high-quality service. We also support colleagues to work in ways that help them do their best work, while making sure that the needs of the people who rely on us always come first.

Advonet continues to develop its services to better meet the needs of the people we support. Autism AIM is an important part of that work, delivering information, guidance and support that helps autistic people navigate services and live more independently. As our services grow and adapt, strong operational leadership is essential to make sure we continue to deliver high-quality, responsive support.

This Deputy Manager role is central to that. It involves overseeing day-to-day delivery across a range of projects, supporting and developing staff and volunteers, and ensuring that services remain accessible, person-centred and effective. You will play a key role in maintaining quality, responding to demand, and helping to shape how services develop in the future.

We are looking for someone who is confident leading teams, able to manage competing priorities, and committed to continuous improvement. This includes supporting staff to do their best work, working collaboratively with partners, and ensuring that the voices and experiences of the people we support inform everything we do.

You will be joining a committed and supportive team, and playing an important role in ensuring that Autism AIM continues to provide meaningful, high-quality support to the people who rely on us.

Whether you have worked in the voluntary sector or have gained your experience elsewhere, you will be welcomed into a team that values you.

I hope this pack gives you a clear sense of the role and what it is like to work here. I also hope you will consider bringing your experience and leadership to Advonet at this important time.

Thank you again for your interest in joining The Advonet Group,



**Angela Ellis**  
**Chief Executive Officer**  
**The Advonet Group**

## Our Organisational Structure





# About Advonet

## Learn about our work

Established in 2001, The Advonet Group is an independent advocacy charity based in Leeds. It is comprised of statutory and non-statutory advocacy services and specialist inclusion services - Asking You and Autism AIM. All of our services support individuals to have their voices heard and their rights upheld.

We are united in our commitment to uphold the nationally recognised advocacy principles and have a diverse staff team working within the organisation. We are a Disability Confident and Mindful Employer. In addition, we also have accreditation with Investors in People and Volunteers, and have achieved the Advocacy Quality Performance Mark.

Advonet values and respects the diversity of backgrounds, experiences and knowledge that staff, volunteers and job applicants bring.

All staff undertake mandatory training on Equality and Diversity, and LGBTQ+ Awareness to increase awareness and understanding of discrimination both within and outside of the workplace, with a view to reduce the impact this has on our colleagues and the wider community.

This creates a workplace where staff feel comfortable to be themselves and empowers them, and our service users, to use their unique experiences to inform their work.



**“My experience of Advonet has always been that it treats its employees with respect, fairness, and flexibility. Colleagues are considerate of one another, and I find the workplace inclusive and supportive”.**

**Staff Survey - June 2025**

# Our Values

## What Advonet believes in

At Advonet, our values are more than words on a page – they shape how we work, how we support people, and how we treat each other.

They reflect what matters most to our staff and the communities we serve. They guide us in delivering services and projects that are inclusive, empowering, and accountable.



**We are Kind:** We treat ourselves and clients with patience, compassion and respect, understanding that every journey is unique.



**We are Inclusive:** We remove barriers to make sure everyone, regardless of background or access need, feels included.



**We are Accountable:** We do what we say we will with both clients and our colleagues. When we can't, we're open and honest, and work hard to find other solutions.



**We celebrate Diversity:** We embrace difference in all forms, striving for a workforce that reflects the people we represent and the communities we work with.



**We are Empowering:** We fight people's corner, ensuring their voices are at the forefront in decisions being made about them.





# About the Role

## Key information

**Location:** Your base will be the Advonet Office at The Unity Business Centre alongside delivery sites including hubs and community venues. As an operational leadership role, this post requires a regular presence in the office, at Autism AIM's hub, and at key meetings alongside flexibility to work remotely where this meets service needs. The role requires occasional evening and weekend work.

**Accountable to:** Autism AIM Service Manager

**Hours of work:** 20 hours per week

**Contract:** Fixed Term 12 Months

**Actual salary:** £15,926.94 per annum (based on 20 hours per week).

**Role Purpose:** To support the AIM Manager in the leadership, management and development of Autism AIM services across multiple projects and geographical areas including Leeds, Bradford and Craven.

The role holder will provide operational oversight of designated projects, ensuring high-quality delivery, continuous improvement, and responsiveness to emerging needs. They will also support, develop and lead staff and volunteers working across AIM services.

The postholder is a member of the Leadership Team at Advonet and plays a key role in delivering organisational priorities.



# Key Responsibilities

## What the role involves

## Main Duties and Responsibilities

### Service Delivery & Project Management

- Ensure AIM services are delivered to a high standard and in line with contractual requirements.
- Take responsibility for the day-to-day oversight of designated projects or service areas.
- Plan and manage resources flexibly to respond to changing demand across projects.
- Ensure fair, efficient allocation of referrals and workload.
- Support the development and implementation of new projects and service offers.
- Oversee the development, review and continuous improvement of training and accessible client resources, ensuring they are co-produced, inclusive, and responsive to the needs of autistic people.

### Staff and Volunteer Management

- Support recruitment, induction and retention of staff and volunteers.
- Provide line management including one-to-ones, Personal Development Reviews (PDRs), team meetings and ongoing performance support.
- Ensure staff and volunteers are fully equipped, supported and confident to carry out all aspects of their role effectively.
- Set clear expectations for performance and accountability, addressing issues promptly and constructively where standards are not met.
- Support staff to work collaboratively, avoiding isolated practice and ensuring strong communication and connection across the team and wider organisation.
- Identify strengths and development needs, supporting individuals to reach their full potential.
- Ensure staff and volunteers understand and adhere to organisational policies and procedures.
- Promote a positive, inclusive and values-driven team culture.





## Quality, Monitoring & Reporting

- Collate and review activity data, outcomes and case studies for reporting to funders and stakeholders.
- Ensure robust monitoring and evaluation systems are in place across projects.
- Ensure AIM's services remain focused on client outcomes with systems, processes and delivery models designed around the needs, preferences and experiences of autistic adults.
- Proactively seek, review and respond to client feedback, ensuring it informs continuous improvement and service development.
- Contribute to Advonet's Quality Management System and continuous improvement processes.
- Ensure services are accessible and responsive, including addressing underrepresentation through monitoring data.

## Partnerships, Development & Advocacy

- Develop and maintain effective partnerships with stakeholders across health, social care and the voluntary sector.
- Promote AIM services and support the growth and sustainability of projects.
- Support co-production and ensure lived experience informs service design and delivery.
- Stay up to date with relevant legislation, policy and best practice relating to autistic people.
- Embed Advocacy Principles within all aspects of Autism AIM service delivery.

## Safeguarding, Compliance & Governance

- Ensure safeguarding is embedded across all areas of practice.
- Ensure compliance with organisational policies, including data protection, health and safety, and equality and diversity.
- Support contract compliance and reporting requirements.
- Provide staff with relevant legal, policy and service information to support effective practice.

## Financial & Resource Oversight

- Support resource planning and budget monitoring across projects.
- Authorise expenses, leave, and related administrative processes.

# Person Specification

## Key information

Candidates will be assessed on their ability to meet the criteria below, which reflect the responsibilities outlined in the job description and the values of The Advonet Group.

We recognise that people bring different strengths, experiences and career paths and welcome applications from candidates with relevant experience gained across different sectors and settings.

## Experience

### Essential:

- Managing or supervising staff or volunteers including those with additional needs.
- Partnership working across sectors.
- Monitoring, evaluation, and reporting.
- Co-production or user-led approaches.

### Desirable:

- Lived experience of Autism or neurodivergence.
- Project management.

## Knowledge

### Essential:

- Health and social care systems and barriers to access.
- Autism, neurodivergence, and multiple disadvantage.
- Advocacy approaches.
- Equality, diversity, safeguarding, and data protection.
- Co-production and lived experience approaches.
- Project and people management principles.





# Qualifications

## Essential:

- Relevant degree/professional management qualifications or equivalent work experience.

# Skills

## Essential:

- Leadership and team development.
- Communication and relationship-building.
- Ability to adapt and manage multiple priorities.
- Analytical and reporting skills.
- IT proficiency.

# Attitudes and Disposition

## Essential:

- Commitment to equality, diversity, inclusive working practices, and accessibility.
- Willingness and ability to undertake the full range of duties within the role, with reasonable adjustments where appropriate.
- Strong commitment to delivering services that are genuinely person-centred and responsive to client needs and experiences.
- Commitment to leading and developing others to perform effectively.
- Willingness to work visibly and flexibly across office, community and partnership settings, including occasional evenings and weekends.
- Commitment to collaborative working practices and to fostering a connected, team-based culture across services.
- Open to delivering support both face-to-face and online, using a blended approach that best meets client needs and service outcomes.
- Commitment to co-production.
- Flexible and solution focused.
- Alignment with Advonet's core values and ways of working.

# Benefits

## The perks of working for Advonet

We want people to thrive at Advonet; we believe you do your best work when you feel your best. As such, our team comes first, and we are proud of our culture; we offer a supportive, flexible and enjoyable place to work.

As part of our staff team, the following benefits are available:

- Generous annual leave allowance: up to 31 days annual leave, plus Bank Holidays
- Access to a cashback health plan and Employee Support scheme
- Free parking near the city centre
- Flexible and remote working – We recognise that people work best when they can balance their professional and personal responsibilities. We offer flexibility wherever possible, while maintaining our commitment to putting the needs of the people we support at the centre of what we do.
- Welcoming, inclusive and supportive environment
- Generous pension percentage





# How to Apply

## Sending your application to us

We're looking forward to hearing from candidates who want to help us make our vision a reality. We are keen to hear from individuals with personal lived experience, and we particularly encourage applications from people from racialised and minority backgrounds, and men, who are currently underrepresented in The Advonet Group.

To apply, please send us a covering letter (max 600 words) that tells us how you meet the role requirements, using the job description and person specification as a guide, and why you think you'd be a good fit for Advonet. Please also include a current CV and complete the diversity monitoring form.

We won't be able to consider applications that don't include all of the above. We're also not looking to work with recruitment agencies on this role.

All equality monitoring data is kept separate from the main application process.

The deadline for applications is **Friday 31<sup>st</sup> July at 12 Noon**.

You will hear back from us by **Tuesday 4<sup>th</sup> August** to notify you if you have been shortlisted or not. If you are shortlisted, your interview will take place on **Thursday 6<sup>th</sup> August** at our offices in Leeds. You must be available on this date.

If you would like to discuss the recruitment process or need any reasonable adjustments to support your application with us, please do contact us by emailing **[jobs@advonet.org.uk](mailto:jobs@advonet.org.uk)**.

If you have any questions about the role itself, please contact Autism AIM Service Manager Eloise Sutcliffe, **[eloise.sutcliffe@advonet.org.uk](mailto:eloise.sutcliffe@advonet.org.uk)**, who is supporting this process.

Please email your cover letter, CV and confirm you have completed the monitoring form to **[jobs@advonet.org.uk](mailto:jobs@advonet.org.uk)**.

Here is the link to the monitoring form: **[Equal Opportunities Monitoring Form](#)**

# Contact Us

## How to get in touch with Advonet



### Our contact details

**Address:** Unity Business Centre, 26 Roundhay Road, Leeds LS7 1AB

**Website:** [advonet.org.uk](http://advonet.org.uk) & [leedsautismaim.org.uk](http://leedsautismaim.org.uk)

**Email address:** [office@advonet.org.uk](mailto:office@advonet.org.uk) or [angela.ellis@advonet.org.uk](mailto:angela.ellis@advonet.org.uk)

**Phone number:** Tel: 0113 244 0606

**Social media:** @advonetuk on Facebook, Instagram and Bluesky;  
The Advonet Group on YouTube and LinkedIn



# Thank you!



The Advonet Group

## Advocacy: Help to make your voice heard

We are a free, independent and confidential advocacy service that can help you to:



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