



To apply for this role, please send a CV to [jobs@transformingautism.org](mailto:jobs@transformingautism.org) along with a cover letter highlighting why you would like to join us, and any connection to autism you may have

ROLE PROFILE	
Role Title	Project Co-ordinator
Location	Home-Based
Commitment Required	Min 4-5 hours spread through the week
Report To	Initially to the CEO
OUR ORGANISATION	
<p>The Transforming Autism Project is a brand-new charity focusing on very early intervention for autistic children. Our goal is to truly transform lives through:</p> <ul style="list-style-type: none"> <li>• family services in parent groups, in the home and online,</li> <li>• a unique Autism Parenting Hub of comprehensive guidance, support &amp; community</li> <li>• and ultimately, through our life-changing Mifne Treatment Centre (<a href="#">details here</a>)</li> </ul> <p>We also challenge conventional perceptions of autism and offer our own radical and empowering perspective. This can be seen in our <a href="#">TED talk</a>, which has now been viewed by 100,000 people and received great acclaim from the autistic community.</p> <p>What is distinctive about our approach is that it focuses on facilitating a strong relationship between child and parents, based on understanding and trust, as a primary means of reducing anxiety and giving the child a real feeling of being looked after, so that they can focus more of their energies on realising their potential, rather than managing anxiety.</p> <p>We are currently at a very early stage in our development, and are trying to raise the money to launch our first phase of family services over the coming months. To that end, we are looking to create a team of capable and dedicated volunteers to ensure our success.</p> <p>To find out more about our goals, values and plans, please view <a href="#">our brochure</a>.</p>	
ROLE PURPOSE & RESPONSIBILITIES	
<p>We are looking for a Project Co-ordinator, initially to work on our webinar service (there may be opportunities to also work on other projects at a later time).</p> <p>The role will include:</p> <ul style="list-style-type: none"> <li>• Managing the registrations for each webinar</li> <li>• Setting up the registration forms</li> <li>• Ensuring that the information on the webinars web-page is up to date</li> <li>• Acknowledging and recording registrations</li> <li>• Setting up calendar invites to each webinar and ensuring that all registrants are included</li> <li>• Sending reminders in advance of each webinar</li> <li>• Liaising with registrants when they have any questions</li> </ul>	

- Liaising with our therapists to ensure that all preparations are made
- Ensuring the team is kept updated about each webinar
- Looking for ways of spreading the word about the webinars
- Following up with participants and soliciting feedback on the webinars

A key part of your focus will be to ensure that all prospective participants in the webinars have a positive and rewarding experience in all of their interactions with us and that the provision of our webinars to them is exemplary.

Webinars are currently monthly, but we hope to go fortnightly by the Spring.

You can see our current webinars page at <https://transformingautism.org/webinars> (it includes a link to the archive page where you can also view earlier webinars).

### PERSON SPECIFICATION

You will be passionate about the changes we are trying to make in the lives of autistic children.

You will be a competent and very reliable. You will truly appreciate the importance of how our beneficiaries experience us and be determined to ensure that they have as positive an experience as possible in terms of their communication with us and in the way our services are delivered.

You will possess the confidence, positivity and determination to achieve your goals.

We are a strongly values-driven organisation, and are committed to manifesting our values in how we relate to each other, in what we are trying to achieve and in how we do it. Our values come under 3 core headings:

#### Unconditional Respect

- Kindness
- Trust-based Collaboration
- Responsivity

#### Courage

- Pioneering Big Thinking
- Ambition
- Perspectives, Not Positions

#### Purpose

- Positive Approach
- Ownership
- Continuous Learning & Improvement

To find out more about our values, please see [our brochure](#) or visit <https://transformingautism.org/purpose/> to read more and to watch a video by our founder explaining them.

*The Transforming Autism Project value diversity and we're committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential.*

*To apply, please e-mail a copy of your CV to [jobs@transformingautism.org](mailto:jobs@transformingautism.org)*

*To find out more about the Transforming Autism Project, please visit:*

[transformingautism.org](https://transformingautism.org)