



ROLE PROFILE	
Role Title	Recruiting Lead / Co-Lead
Location	Remote
Commitment	Approx. 5 hours per week
Report To	CEO
THE ROLE	
<p>The Recruitment function of the charity is incredibly important to the overall success of the Transforming Autism Project. We are currently looking for recruiters with varying levels of experience to help us recruit outstanding volunteers. You will be assisting and supporting our team of recruiters in the following duties:</p> <ul style="list-style-type: none"> • Monitoring and updating job adverts and postings online • Searching for new avenues to advertise our roles • Updating urgent roles on the Transforming Autism website • Screening job applications and arranging telephone or video interviews • Forwarding applications for second interviews with other members of the charity • Providing innovative solutions for our recruiting processes 	
PERSON SPECIFICATIONS	
<p>The ideal candidate will be a passionate recruiter or HR professional who is interested in finding the right volunteers for our charity. They may also have experience as a manager or supervisor, particularly in recruiting, and be a team player. Key skills could include: screening, interviewing and general skills in: administration, communication, multi-tasking and organization.</p> <p>You will be a natural at making things happen and feel excited and energised at the prospect of driving them forward, and constantly looking for new ways to promote the charity and expand its reach. You will possess the confidence, positivity and determination to achieve your goals.</p> <p><i>The successful candidate will be strongly aligned with the values and the approach of the charity, and passionate about the changes we are trying to make in the lives of autistic children. They will ideally also take part in some of our team activities with our community of volunteers on a voluntary basis.</i></p>	
OUR ORGANIZATION	
<p>The Transforming Autism Project is a new charity focusing on early intervention for young autistic children. Our goal is to truly transform lives through the home-based family services available to families with young autistic children.</p> <p>We also challenge conventional perceptions of autism and offer our own radical and empowering perspective. This can be seen in our TED talk, which has now been viewed by well over 200,000 people and received great acclaim from the autistic community.</p>	

What is distinctive about our approach is that it focuses on facilitating a strong trusting relationship between child and their parents/primary caregivers, as primary means of reducing anxiety and enhancing the child's sense of security to enable them to realise their full potential.

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	Courage	Purpose
<ul style="list-style-type: none">•Kindness•Trust-based Collaboration•Responsivity	<ul style="list-style-type: none">•Pioneering Big Thinking•Ambition•Perspectives, Not Positions	<ul style="list-style-type: none">•Positive Approach•Ownership•Continuous Learning & Improvement

Please visit <https://transformingautism.org/purpose/> to read more and to watch a video by our founder.

The Transforming Autism Project (TAP) is currently launching the Support programme aimed at young autistic children and their parents/primary caregivers. The Support programme is jointly implemented by a team of child psychotherapists and paediatric occupational therapists alongside support from Norland College.

The **Transforming Autism Project** have a new opportunity for a Paediatric Occupational Therapist who will work closely with the child psychotherapist for the implementation of the support programme

This post will suit a Paediatric Occupational Therapist with an accredited relevant qualification, has experience of multi-professional practices, and is interested engaging with the voluntary sector.

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.

For more information or to apply, please e-mail a copy of your CV to jobs@transformingautism.org. We aim to respond to your email within 5-10 days.

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

transformingautism.org