Project Co-ordinator

Role Title	Project Co-ordinator
Location	Remote
Commitment	Approx. 5 hours per week
Report To	CEO

The Role

The Transforming Autism Project are on the verge of launching our first direct family services and are looking for volunteer Project Manager/Co-ordinator to oversee their delivery. It is our first service offering and on a very small scale at the beginning, yet it is important that it is set up and runs smoothly and that we are continually learning and improving.

The role will involve setting up some simple workflows for the establishment and running of the services, including coordination between the key stakeholders, primarily our therapists and the families involved. As the services progress, it will be a case of co-ordinating between these parties and overseeing the introduction of new families to the programme.

There may be opportunities also for setting up improving some of the overall processes in the charity and ensuring we deliver in all areas.

Who We're Looking For

You will need to be committed to and passionate about our charity, its values and goals, and the services we are delivering, as your role will be a central element of its success.

You will need to be both reliable and pro-active, able to take ownership of workstreams and independently ensure that they progress to plan, anticipating any risks as you go along and keeping all parties in the loop.

Communication will be one of your key strengths, and you'll be able to keep stakeholders appropriately updated in a way that's simple and easy for them to assimilate, as well as being ready to go into the details if required.

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.

Our Organisation

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.

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.

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
Kindness	Pioneering Big Thinking	Positive Approach
Trust-based Collaboration	Ambition	Ownership
Responsivity	Perspectives, Not Positions	Continuous Learning & Improvement

Read more and watch a video by our founder.

the transforming autism project

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**.