



**ROLE PROFILE**

<b>Role Title</b>	Human Resources Administrator
<b>Location</b>	Remote
<b>Commitment</b>	Approx. up to 5 hours per week.
<b>Report To</b>	HR Lead

**THE ROLE**

To aid our momentum and continued growth journey, we are looking for a HR Administrator to join our HR team.

In this role, you'll be supporting the HR Lead and HR Business Partners with key responsibilities such as:

- Organise HR team administration; keeping the HR Portal and Volunteer portal up to date
- File key HR documents in relevant folders and track correspondence
- Keep HR email and Whatsapp groups up to date
- Support a review of HR folders and remove duplicate and out of date documentation
- Contribute to creating process flows and charts for key areas of HR
- Book monthly meetings of Transforming Autism Project (TAP) Team Leads; and monthly meetings of all volunteers and therapists
- Support the induction of new TAP volunteers: ensuring they are properly set up in TAP's IT systems, given access to the key resources they need for their role, issued with their volunteer agreement (ensuring these are signed) and manage the buddy system for new volunteers
- Inform key colleagues when new volunteers are appointed and when they leave and conduct analysis of leaver data.
- Liaise with the Marketing Lead to ensure new volunteers are added to the organisation chart and leavers are removed
- Support the HR Business Partners and the HR Lead with other similar duties from time to time

**PERSON SPECIFICATIONS**

You'll be a skilled administrator; looking to utilise your keen organisational and attention to detail skills to support the HR team and wider team of volunteers.

You'll enjoy this role if you are:

- Proactive and enjoy prioritising tasks
- An excellent communication skills (written and verbal)
- Logical and process orientated
- Interested in developing HR skills/experience (or you may be studying for your CIPD qualification)
- We use MS Office suite and Sharepoint – experience is advantageous

*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 ORGANIZATION

We provide crucial support for young autistic children and their families at an age when we can make a profound life-long difference. Our pioneering First Steps programme (created in association with Norland College and based on a therapeutic framework they created for us) focuses on giving families the tools they need to understand and interact with their autistic children in ways that make them feel understood, affirmed and nurtured, strengthening relationships and facilitating the child's optimal development so that they are able to fulfil their true potential.

Our new online parent groups, facilitated by our exceptional Lead Therapist, aims to take the principle learning from this and make it available to many more families so that more lives can be transformed.

Unlike many other autism organisations, we do not focus on the perceived limitations or impairments associated with autism, but instead propose our own unique and empowering conception of it, highlighting the profound sensitivity inherent in the autistic condition as well as other positive aspects which, if nurtured appropriately, can lead to very positive outcomes. This was first presented in our [TED talk](#), which has now been seen by well over 300,000 people.

We are currently fundraising to enable more families to partake in First Steps, and over time, we aspire to open our own state of the art therapeutic centre in the UK.

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.

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. Please visit <https://transformingautism.org/values/> to find out about these values before your interview, and to watch a video about them recorded by our founder.

*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](mailto: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](https://transformingautism.org)