



ROLE PROFILE

Role Title	Human Resources Business Partner/Assistant HR Lead
Location	Remote
Commitment	Approx. up to 5 hours per week.
Report To	HR Lead

THE ROLE

To aid our momentum and continued growth journey, we are looking for a strong Human Resources Business Partner to support with our volunteers who are driving various projects and work streams.

This role would also be the Assistant HR Lead who would support the HR Lead, representing at team meetings where required.

Our ethos is very much based on simplicity and prioritising effectively. This role will put you at the centre of our really exciting projects, help to build the 2024 people plan and will be an important support in enabling the charity to achieve its vision.

The key responsibilities will be supporting the HR Lead and working with the support of the wider HR team with the following:

- Review, update and write people related policies and processes
- Ensuring our employees and volunteers have clear guidelines on processes and policies
- Oversight of the governance of the charity's operations to ensure that we operate with the highest integrity and comply with all people related legislative requirements
- Support the onboarding and engagement of volunteers across the charity
- Supporting with the strategic direction of the Human Resources function, working with the HR Lead to set a people strategy and working through implementation.
- Harnessing an environment where people feel valued, respected and supported and a culture based firmly on the charity's values.

PERSON SPECIFICATIONS

We are looking for someone who has a HR background and who is would be excited about the opportunity to take ownership of operational HR related tasks and represent the HR team at meetings where required. .

You'll enjoy this role if you are/have:

- Proactive and enjoy prioritising tasks
- Accountability for execution of parts of the people plan
- Excellent communication skills (written and verbal)
- Enjoy working with stakeholders from other departments
- Confident in representing the HR team in meetings
- Experience of MS Office suite and Sharepoint 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. We aim to respond to your email within 5-10 days.

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

transformingautism.org

