



ROLE PROFILE

Role Title	Human Resources Administrator
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 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- Support a review of HR folders and remove duplicate and out of date documentation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

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
<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 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