



Job Description: Administrator for Autistic Parents UK

Reporting to: Project Lead

Overall Purpose:

To provide essential administrative and operational support to the Peer Support for Autistic Parents project. This role involves a range of tasks including data management, communication, system maintenance, project coordination, HR administration, and pension administration, ensuring the smooth running of the project.

Key Responsibilities:

- **Data Management and Analysis:**
 - Collect, input, and maintain accurate project data within designated systems.
 - Conduct data analysis to inform project evaluation and reporting.
 - Produce regular reports and statistics using data analysis tools.
 - Ensure data confidentiality and compliance with data protection regulations.
- **Communication and Stakeholder Management:**
 - Manage incoming enquiries via various channels (website, email, phone) providing information and signposting to appropriate services.
 - Maintain effective communication with project team members, peer supporters, beneficiaries, and external stakeholders.



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- Coordinate communication and information sharing within the project team.
- **System Management and Support:**
 - Manage and maintain project-related software and databases (e.g., assignment software, CRM).
 - Provide technical support to users of project systems and software.
 - Assist in the development and implementation of new systems as needed.
- **Project Coordination and Support:**
 - Provide administrative support for project meetings, including scheduling, taking minutes, and distributing materials.
 - Assist in the organisation of events, training sessions, and workshops.
 - Manage project documentation and filing systems.
 - Coordinate travel and accommodation arrangements for project staff.
- **Financial Administration:**
 - Assist with budget tracking and expense management.
 - Process invoices and payments.
 - Prepare financial reports as required.
- **HR Administration:**
 - Coordinate the recruitment process for new staff and volunteers.
 - Manage employee records and documentation.
 - Process payroll and benefits.
 - Arrange DBS checks for staff and volunteers.
 - Enroll eligible staff into the company pension scheme and maintain pension records.



Person Specification:

- Strong administrative and organisational skills with attention to detail.
- Proficiency in data management and analysis tools.
- Excellent communication and interpersonal skills.
- Strong IT skills, including proficiency in various software applications such as, Notion, Slack, Wix, Thinific & Google Workspace.
- Ability to work independently and as part of a team.
- Basic understanding of HR and pension administration.

Additional Information:

- This is a fixed-term contract for three years.
- The role is part-time, offering 48 hours per month on a flexible basis.
- The hourly rate is £16.