

Project Administrator

Autistic Parents UK



About Autistic Parents UK

Established in 2020, the Autistic Parents UK became a registered Charity (CIO) in 2022. Autistic Parents UK is a user-led charity and to date has been exclusively voluntary. Being an Autistic parent can raise unique challenges that historically have been poorly supported. Autistic Parents UK are committed to supporting Autistic parents in a number of ways:

- online peer support groups (larger and smaller groups)
- monthly webinars and live Q&A sessions
- content creation
- local peer support groups
- volunteer-led one to one peer support sessions
- counselling
- professional training

Job details

Job Title: Project Administrator

Responsible to: Trustees

Location: Remote working

Position: Part-time 20 hours a month, ideally equally distributed throughout the month. 12-month contract with the possibility of extension depending on funding.

Salary: approx £16ph

Application deadline: Sunday, 19th February 2023

About the role:

Our grassroots charity is dedicated to making a positive impact on the lives of Autistic Parents. We are seeking a highly motivated and organised Project Administrator to join our team. The Project Administrator will be responsible for coordinating various projects, ensuring they are delivered on time and within budget.

Key Responsibilities:

- Providing essential administrative support to see the successful completion of projects, ensuring they align with the charity's mission and goals
- Support with the monitoring of our inbound communications.
- Work alongside our Trustees to create project plans and timelines, and manage project resources
- Coordinate and communicate with project stakeholders, including partners, volunteers, and donors
- Monitor project progress, identify and resolve issues, and ensure deliverables are met
- Develop and maintain relationships with project partners and collaborators
- Provide regular project status updates to the Trustees
- Contribute to the development of funding proposals and reports for the projects
- Support with general and social media marketing strategies

Qualifications:



- A respected qualification in Autism or equivalent experience.
- Administration and project management experience, preferably in a charity or non-profit setting
- Strong organisational and time management skills
- Communication that works for multiple neurotypes
- Ability to work well under pressure and meet deadlines
- Strong understanding of project management methodologies and tools
- A good understanding of technology and ability to learn new software. We currently use Canva, Notion, Slack and Wix, a working knowledge of these are desirable.
- Passion for the charity's cause and mission

Regular CPD and internal training will be offered as part of the role.

We are an equal opportunity employer and value diversity at our organisation. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital or disability status.

Please send your CV to info@autisticparentsuk.org. Please include a cover letter detailing why you would like this role. Applications will be accepted until Sunday 19th February 2023.

If you need accommodations or have any preferences for the application process, please let us know. We would be happy to make reasonable adjustments to accommodate your needs, please reach out to us to discuss your requirements.