

Research and Learning Administrator Job Description

Salary: £12,120 pa

Hours: 22.5 hours

Reports to: Head of Research and Learning

Location: Flexible working, including working from home and the Charity Office. Some work will be required within our other BeyondAutism sites.

Probationary period: Six months

Holiday: Holiday entitlement is 25 days pa pro rata

Sick pay: Full pay whilst unable to work due to sickness as follows:

- 0 days in first three months
- 5 days for the remainder of the first year
- 20 days thereafter
- Salary payments for periods of sickness beyond 20 days in a 52-week period are at the discretion of BeyondAutism

Other benefits: Pension: 3, 4, or 5% matched contributions after 3 months in post, loans for Season Tickets / Bike purchase.

Line management of: None

About BeyondAutism

BeyondAutism is a charity dedicated to ensuring children and young adults with autism access an education which empowers a life full of choice, independence and opportunity. We do this through positive educational experiences, training for the people who work with them and support for their families and carers.

BeyondAutism schools are Independent Special Schools, offering transformative specialist education for children and young adults with autism aged 4-19. Our Early Years' Service provides support for families and children aged 15 months – 5 years, while our Post-19 provision offers opportunities to young adults with autism, from the age of 19 up to 25 – preparing them for adulthood with a skillset that enables them to have choice and control.

Job purpose

To provide efficient and effective administrative support to the Research and Learning team, within a growing charity and department.

Key responsibilities

- To support the Research and Learning leadership team in the day to day running of the service.
- Calendar management for the Research and Learning team, specifically tracking and booking of outreach consultants.
- Provide administration support for meetings both in person and virtual.
- Managing the main service mailboxes.
- Assist in the management of the Outreach & Training pipeline.
- Manage communication for the service, including filtering telephone calls, emails and internal communications. Direct and signpost stakeholders to the right resource or service within BeyondAutism.
- Draft and create communications for the service.
- Assist in the proofreading and reviewing of documents, including training materials.
- Contributing to the monitoring and reporting of the service.
- Assist in the managing of training, including the planning and running of training events.
- Assist in the administration of our online training platform.
- Pro-actively seek feedback from stakeholders on the quality of the service.
- Ensure records are kept up to date, including the management of the service database.
- Support the service at events and conferences.
- Assist in the creation of both internal and external reports.
- Book facilities, arrange catering and transport for the service.
- Monitoring and tracking of policy reviews and approvals.
- Providing administrative support to the Ethic Committee.
- Tracking of income and invoicing of services provided by the Research and Learning service.
- Create purchase orders on Xero accurately and manage the ordering of resources for the service.
- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism and its services.
- To operate and comply with the provisions of the Data Protection Act 1998, GDPR regulations and relevant BeyondAutism policies during the course of undertaking the role.
- To safeguard children, young people and adults at risk at all times.