



**POST:** Head of People

**LOCATION:** London (with frequent travel to Birmingham), hybrid.

**SALARY:** up to £45,000 depending on experience

**HOURS:** Full time: 37.5hours, permanent

**Reports to:** CEO

**Direct Reports:** Business Manager, HR Officer, Senior Administrator, Volunteer Manager

### **About Resources for Autism (RfA)**

We have been around since 1997, when we started as a small playgroup set up by parents dismayed at the lack of provision for their autistic children. Since then, Resources for Autism (RfA) has grown into a major deliverer of services and support in London and the West Midlands with a turnover of around £2.6m per year. Our mission is to support autistic people to live happy and fulfilling lives. We want to change society's attitude to autism whilst also providing essential services and enriching opportunities to autistic people. We are a value-driven organisation which employs value-driven people who want to make a difference. You will play a vital part in ensuring that we can resource and sustain this amazing work.

The organisation is at a really exciting stage of its development with a strategy of cautious and sustained growth. A new CEO, Phil Cook, will join the organisation in April 2024 and together with the Senior Leadership Team and the Board, will see the organisation through its next chapter of growth and development

### **Our Services**

All of our services across children and adults and parent/carers, mirror the wider organisational mission of providing safe, fun and meaningful support that enables personal development. We provide this support by ensuring our staff are skilfully trained, meet the highest safeguarding expectations and are encouraged to develop and upskill throughout their career with Resources for Autism. We have a huge demand for our services and most of them rely on the recruitment and retention of autism support workers.

## **The Role**

As the Head of People, you will be instrumental in fostering a positive and inclusive workplace culture at RfA. Reporting directly to the CEO and serving as a key member of the Senior Leadership Team (SLT), you will lead our efforts to nurture our already vibrant organisational culture and further build on it. We are looking for a warm, people-first individual with exceptional interpersonal skills who can drive improvements in our recruitment efforts whilst also prioritise the well-being and development of our 250 staff and 60 volunteers.

## **Head of People Main Responsibilities:**

- **Culture Cultivation:** Lead initiatives to reinforce and strengthen our organisational culture, rooted in values of empathy, inclusion, respect and curiosity (non-judgement)
- **Equality, diversity and inclusion (EDI):** with SLT, ensure that the culture and environment at RfA is inclusive and create opportunities for learning and development regarding EDI. Act as a champion and a challenger around EDI in all areas from language and policies to service delivery and strategy
- **Provide leadership to the People Team** made up of the Volunteering Manager, Business Manager, HR Officer and Senior Administrator
- **Employee Engagement:** Develop and implement strategies to foster high levels of employee engagement and satisfaction, promoting a sense of belonging and purpose among team members
- **Staff Development:** Champion professional development opportunities and career growth pathways for staff members, recognising and harnessing their unique talents and abilities. Develop a system for regular performance management and appraisals at all levels
- **Recruitment and Retention:** Drive and lead the recruitment process to ensure we attract a good range of candidates who align with our values and mission, while also focusing on retaining existing team members through effective retention strategies. Ensure our recruitment processes are targeted and aligned with service needs
- **Conflict Resolution:** Serve as a trusted mediator and advisor in resolving interpersonal conflicts or workplace issues, disciplinaries and grievances promoting open communication, mutual understanding, accountability and transparency
- **Wellbeing Initiatives:** Spearhead initiatives to prioritise the mental, emotional, and physical well-being of our team, ensuring that support resources are readily available and accessible
- **Compliance and Policy Development:** Stay abreast of relevant employment laws and regulations, while also developing and updating organisational policies and procedures to maintain compliance and promote fairness

- Data Management and Reporting: Oversee the collection and analysis of data on key performance information providing the CEO and Board with reports as needed
- As part of Senior Leadership Team, contribute towards driving the overall RfA strategic direction and work closely with peers to ensure alignment of all parts of the organisation

### Person Specification

Skill	Essential	Desirable
Experience of working within People and HR teams at senior level	x	
Minimum 5 years experience of Managing teams of staff and volunteers within corporate and/or voluntary sector	x	
Experience of reporting to Board of Trustees		x
Values driven and with a passion to make a difference to the lives of autistic people and those who love and care for them	x	
Experience of how use of technology can be used to further enhance the charity's impact		x
Excellent communication skills (written and verbal) adaptable to different populations including: colleagues, external professionals, service users, families, volunteers, donors	x	

Confident presenter and ability to influence multiple stakeholder groups	x	
Strong organisational and prioritisation skills	x	
Good understanding of Safeguarding and experience of conducting risk assessments	x	
IT skills	x	
Self-starter and able to work independently, using own initiative	x	
Non-judgemental, compassionate	x	

## **Confidentiality**

You will have access to confidential information concerning families and other users and will maintain confidentiality at all times.

## **Benefits of the role**

90% of our staff say that Resources for Autism is “a great place to work”.

Not only will the work you do ensure making vital differences and inspiring others, but our other benefits also include:

- flexible working patterns with the option to work in a hybrid way
- 25 days of leave (pro rata for part time roles) each year plus 8 bank holidays and the additional office closure between Christmas and New Year
- access to ongoing training and progress in the areas that interest you
- access to our wellbeing initiatives and an Employee Assistance Programme
- enrolment on to our pension scheme
- a supportive, warm and fun working environment made up of values driven people who are passionate about changing the world for autistic people

**Application process:**

To apply, please send a one-page covering letter and your CV to our current Head of People Maria Baldwin: [maria@resourcesforautism.org.uk](mailto:maria@resourcesforautism.org.uk)

To discuss the role informally, please email [dolyanna@resourcesforautism.org.uk](mailto:dolyanna@resourcesforautism.org.uk)

We particularly welcome applications from black, Asian and global majority candidates, LGBTQ+ candidates and disabled candidates, because we would like to increase the representation of these groups at this level at Resources for Autism. We want to do this because we know greater diversity will lead to even greater results for our community.

As you would expect, we are a neuro-affirming employer, with a strengths and rights based approach to neurodiversity which affirms neurodivergent identity – we don't want to "fix" or "cure" autism, and we don't see it as a "disability". We are working to improve the ways in which we recruit and support neurodiverse employees and those with lived experience of neurodiversity.

**Deadline for applications:** Friday 19<sup>th</sup> April 2024

**Stage one interviews:** week beginning 22nd April 2024