



POST: *Human Resources Officer (HR Officer)*

LOCATION: *858 Finchley Road, Barnet, NW11 6AB*

SALARY: *£25,000-£28,000 per annum, depending on experience*

HOURS: *Full time: 37.5 hours, flexible and hybrid working conditions*

Reports to: *Head of People and Operations*

Direct Reports: *NA*

About Resources for Autism (RfA)

Since 1997 when we started as a small playgroup set up by parents dismayed at the lack of provision for their autistic children, 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 £2.5m per year. Our mission is to support and enable 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 values-driven organisation which employs values-driven people who want to make a difference. Our values are: Inclusion, Creativity, Compassion, Courageousness and Expert. You will play a vital part in ensuring that we can resource and sustain this amazing work.

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.

The Role

We are excited to welcome applications for a passionate and conscientious HR Officer role. In this role, you'll provide essential People Services (PS) and administrative services support and collaborate with various stakeholders to ensure smooth operations across the organisation. You will contribute to developing policies, enhancing PS systems, and driving service delivery improvements.

Join us in shaping a forward-thinking team committed to delivering exceptional service to both employees and management.

The person needs be a change champion and be able to work with transformational change management to obtain greater effectiveness for the clients we support, or people, and the organisation.

Main Responsibilities:

- Be the first point of contact for HR concerns/advise. Provide first-line people services support and guidance to employees in accordance with relevant policies, procedures and practises that comply with relevant legislation, and escalating any issues as needed.
- You will be work with the Senior HR and Communication Administrator to recruit suitable candidates in line with the company's safer recruitment process. This includes liaising with the hiring manager, updating JD's, screening CV's, shortlisting as per the JD, arranging interviews, making offer letters and contracts.
- You will also support the Senior HR and Communication Administrator in completing candidate references background checks, and ensuring candidates are fully compliant before being moved forward for induction.
- Ensure the compliance of HR personnel files, database indicating status of relevant paperwork and ensure all necessary documents and paperwork have been processed in line with Safer Recruitment Policy and data management requirements.
- You will also develop and maintain excellent relationships with candidates and understand individual requirements to ensure better planning and coordination of recruitment and job fairs.
- Organise a quarterly Induction session for all new joiners of that quarter. Send invites, track attendance.
- Manage the probation process by sending the probation form to the Manager in a timely manner.
- Manage key people services processes such as contract variations and leaver actions.
- Work with the Head of People and Operations on Policy Development & Service Improvement by focusing on best practices and employee-centric services.
- Provide administrative support to the people services team, including helping organise training and maintaining the staff-training records.
- Work closely with the Head of People & Operations to maintain a database of all employee grievances/complaints, assist and take minutes in HR meetings: Investigations, hearings, and prepare appropriate communication for the process.
- Use the HR People System (Hi-Bob) to update staff details together with Senior HR & Communications Administrator and Operations and Payroll Manager
- Ensure the correct information is passed on to the HR team so they can ensure the staff database on People HR is maintained, involving all required staff documentation so they can be uploaded and managed effectively in line with GDPR, & Company Policy.

- Maintain effective systems of work and high-quality data, accurately completing all transactional HR activity in relation to the full employee life cycle, ensuring Compliance at all levels.
- Uphold and adhere to the values of RfA at all time.
- Ensure there is always compliance with RfA's safeguarding policies and procedures.
- All staff are expected to promote equality in the workplace and in our services.
- Undertake any other duties asked of you that are commensurate with your grade.

Person Specification

Skills and experience	Essential	Desirable
Experience of working within HR or L&D best practice at an operational level	X	
Minimum 3 years' experience of People services administration	X	
Experience of Learning and Development processes		X
Experience of at least one HR process such as performance, grievance, disciplinary and attendance management	X	
Policy reviews and development		X
Creating and developing good and sound HR processes	X	
Deliver training on HR and other matters, or be able to work towards this		X
Carry out investigation and fact-finding exercises following a referral into HR	X	
Be able to search for efficiencies across the full spectrum of people services	X	
Change or transformational management administration experience of 2 years or more		X
Standard skills expected of all staff		
Excellent communication skills (written and verbal) adaptable to different	X	

populations including: colleagues, external professionals, service users, families, volunteers, donors		
Strong organisational and prioritisation skills	X	
Good understanding of Safeguarding	X	
IT skills: proficient with Office 365	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 service users and will be required to maintain confidentiality at all times.

Staff Benefits

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

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

- flexible working patterns with the option to work in a hybrid way (only available for some roles)
- 25 days of leave (pro rata for part time roles) each year plus 8 bank holidays and an additional 3 Celebration days that could be used between Christmas and new year, but may be used for other religious days or significant days such as your birthday
- 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:

In order that we adhere to Safer Recruitment processes, all applicants are required to complete an application form which must include your **full** employment history with clear details, any gaps in employment need to be outlined and explained. You are also required to provide details of your education history.

In your personal statement we would like to see how you feel you meet the person specification and the requirements/responsibilities of the role.

If for any reason, such as due to accessibility, you feel you would struggle to complete an application form you can contact us via the below email and we may explore other options with you.

To discuss the role informally or if you need to contact us you can contact the HR team via recruitment@resourcesforautism.org.uk

We particularly welcome applications from global majority candidates, LGBTQIA+ candidates and disabled candidates, because we would like to increase the representation of these groups 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” however we do recognise it can be “disabling”. We are working to improve the ways in which we recruit and support neurodiverse employees and those with lived experience of neurodiversity.

RfA is a Disability Confident employer and candidates who meet the minimum essential criteria, that have a disability will be guaranteed an interview.

Deadline for applications: 17th January 2026

Interviews: week beginning 26th January 2026