

Accessibility Audit Officer: Job Description

Main Purpose of Job

To undertake audits of premises to ensure accessibility, particularly for those people with disabilities, as part of the Accès accreditation scheme and produce a report for the clients of Liberate (“the Charity”).

Key Objectives

1. To undertake an audit for clients on the Accès accreditation scheme, as instructed, and produce an audit report of a high quality in terms of the content and presentation that is consistent with the Charity’s values.
2. To be familiar with the latest legislation and codes of practice that relate to the duties of employers to make reasonable adjustments to include people with disabilities across the jurisdictions in which Liberate works.
3. To deliver the final audit report to the client within a specified time frame.
4. To think creatively about solutions to problems revealed by the audit of an organisation and to present those solutions in a supportive way to clients.
5. To plan audits to ensure that: the timing of the audit is managed properly to ensure all areas of the premises can be audited in the allotted time; the audit is carried out to the standard required; the experience for the client is excellent; and, any requests by the client are met.
6. To include ways in the analysis, content and presentation of the audit report to make the client’s interaction with the Charity as lively, creative and engaging as possible by meeting their needs and exceeding their expectations.
7. To find improvements in the way the Charity analyses and presents its Accès audit reports and to share those findings with the Senior Management Team (“SMT”), when appropriate.
8. To request feedback from clients to measure their experience of the audit process and to share those findings with the Senior Management Team (“SMT”).
9. To safeguard the Charity’s brand and reputation.
10. To ensure the health and safety at all times of all those who work within the Charity.

The above list of objectives is not exhaustive and the post-holder is expected to provide additional support to the Charity as requested from time to time.

Key Skills

1. **Critical analysis skills:** The ability to critique constructively and report findings in a meaningful way; attention to detail to achieve this.
2. **Advocacy skills:** The ability to effectively promote the Charity’s values when meeting clients; understanding to debate in a respectful way when challenged about the Charity’s aims, mission and values.
3. **Communication skills:** The ability to use a variety of methods to communicate data effectively; excellent literacy and numeracy.
4. **Research and development skills:** The ability to research information relevant to the audit report.

The post-holder will be able to demonstrate relevant experience, which may be lived experience.

Experience of undertaking audits or research is desirable. Experience of undertaking accessibility audits is an advantage, but not required as training will be given. A feature of the role is the production of the audit report for clients, experience of producing reports to a deadline is advantageous. Experience of working in the same sub-sector to that of Liberate is helpful but not essential. Transferring from the private or public sector to work in the third sector is not uncommon and should not disadvantage a candidate.

Responsibilities (staff and/or equipment)

1. Responsibility for working with all those internal to the Charity in a professional, effective and helpful manner that espouses the values of the Charity.
2. Responsibility for maintaining, repairing and replacing any assets of the Charity placed in the Accessibility Audit Officer's care.

Reports to: the Chief Experience Officer ("CXO")