

**Job Description**

**Think Access Coordinator**

Location Head Office, Hornbeam Park, Harrogate

Salary £12.50 pr hr

Hours per Week 12hrs per week by arrangement

Annual Leave 88hrs per annum (which is 28 days plus statutory bank holidays pro rata)

Reports to Operations Manager

DBS Check Basic

**Key Areas of Responsibility**

* Promotion of the ‘Think Access’ campaign to make the Harrogate District accessible to everyone
* Advice to local business on accessibility
* Delivery of disability awareness sessions

**Line Manages**

* No staff management

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| **Service Specific Roles** | | |
| **Role** | **Outcomes** | **Measures** |
| Promotion of the ‘Think Access’ campaign in the local community - working to make the Harrogate District accessible. Engaging with local business and services as well as media promotion. | Increase in accessible services and premises  Disabled people are able to access facilities equally with non-disabled people  Greater awareness of the ‘Think Access’ campaign and its message | Local knowledge of the ‘Think Access’ campaign  Number of ‘Think Access’ stickers on display  Media posts |
| Giving information, advice and guidance to local businesses and services on accessibility | Increase in accessible services and premises  Disabled people are able to access facilities equally with non-disabled people | Number of organisations  requesting access reviews  Number of completed  reviews  Evidence of increase in  accessible premises and  services |
| Providing disability awareness sessions to external organisations as well as internally | Improved customer service  More confidence in interaction with disabled customers | Anecdotal evidence  Number of sessions delivered |
| Promotes a positive image of disability, and the organisation | Gains increased support for our work | Demand levels for our services |
| Maintains personal responsibility for following our policy and procedures as well as health and safety regulations | A safe and healthy working environment | Supervision records |

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the postholder to be developed and maximised to the mutual benefit of both employer and employee.



We expect all of our employees to:

* Agree with our vision for a society that embraces the same opportunities and life choices for disabled and non-disabled people alike.
* Be positive about working for Disability Action Yorkshire
* Work well with others

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| **Person Specification – Think Access Coordinator** | |
| **Skills/competence requirements** | **Essential/desirable** |
| Able to work independently | Essential |
| Able to engage with local organisations and networks | Essential |
| Confidence in delivering our message | Essential |
| **Experience** | **Essential/desirable** |
| Experience in researching solutions | Essential |
| Experience of access auditing (formal or informal) | Desirable |
| Previous experience of disability awareness training | Desirable |
| Experience of using social media | Desirable |
| Experience of campaigning | Desirable |
| **Knowledge** | **Essential/desirable** |
| Knowledge of accessibility issues | Essential |
| Knowledge of the issues affecting disabled people | Essential |
| **Other** | **Essential/desirable** |
| Lived experience of disability | Desirable |



We w ill always shortlist disabled candidates who meet the minimum essential criteria