



Job Title: Accessibility Assessor

Salary Range: Min £15,307.50 – Max £17,807.50 (All Other Areas)

Reports to: Technical Account Manager

Who are we?

Shaw Trust is a progressive charity on an exciting journey to help five times more people over the next five years. For over 30 years we have supported disabled and disadvantaged people to make positive changes to their lives through training and employment, and our ambitious plans need the right people to help us transform many more lives, in many more ways.

What we do is exciting, fulfilling and diverse and it's about to get even better. As well as employment services, we work with kids in schools, help offenders in prisons, and empower people to take part in activities that many of us would take for granted.

Working with us gives you far more benefits than a standard package; it gives you the chance to help turn someone's life around.

What we need?

We need an Accessibility Assessor to test digital content using a variety of assistive and adaptive technology. We want an individual who will promote the service and encourage best practice techniques in the field of assistive and adaptive technologies.

Are you right for the job?

- Do you have experience of helping turn around the lives of people through training and/or employment?
- Do you thrive in an environment that encourages you to find new ways to help people?
- Do you have a strong track record of achieving targets?
- Do you motivate people, work well in a team and stay focused under pressure?

Person Specification

Job Title: Accessibility Assessor

(E = Essential D = Desirable)

SKILLS AND CORE COMPETENCIES
Competencies <ul style="list-style-type: none">• Embraces change and drives continuous improvement (E)• People centred in a commercial framework, takes accountability for results (E)• Demonstrates a passion to further the charitable aims of the organisation and acts with integrity (E)• Collaborates and unites with others behind the organisations mission (E)• Provides a best in class service to all customers internal and external (E)
Technical competency (qualifications and training) <ul style="list-style-type: none">• Good computer skills (E)• ICT based qualification (D)• Ability to learn new hardware and software products (E)
Experience <ul style="list-style-type: none">• Use of assistive technologies and Window's accessibility features (D)• Good computer skills and experience of internet use (E)• Use of Microsoft operating systems (E)• Use of Apple, Android and other operating systems (D)
Skills and Attributes <ul style="list-style-type: none">• Knowledge of the use of a range of Assistive technologies (D)• Self-motivated and pro-active. Forward thinking. Ability to see problems or opportunities in advance (E)• Excellent communication and presentation skills (E)• Excellent writing and verbal skills (E)• Strong interpersonal skills. Has the ability to develop relationships with people from a range of backgrounds (E)• Meticulous attention to detail (E)• Ability to think both logically and creatively. Has strong problem solving skills (E)• Excellent time management and organisational skills with ability to work under pressure (E)
Personal qualities, communicating and relating to others <ul style="list-style-type: none">• Self-starter able to work on own initiative (E).• Empathic communicator, able to see things from the other person's point of view. Able to communicate and motivate via written media (E).

<ul style="list-style-type: none"> • Must be an excellent face-to-face and telephone communicator. Able to demonstrate the ability to produce high specification customer reports and feedback. Good written and verbal communications (E). • Ability to work in a demanding and challenging environment(E) • Good organisational, time management and analytical skills (E). • Be able to work independently and as part of a team (E) • Understands the importance of personal growth. Enjoys developing and supporting colleagues and customers alike (E)
<p>Safeguarding</p> <ul style="list-style-type: none"> • Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) • Positive response to disabled people and an understanding of the principles of inclusive practice (D). • This post requires a Criminal Records Bureau disclosure at a Basic level (E)
<p>Other</p> <ul style="list-style-type: none"> • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)

Main Duties and Responsibilities

1. To test customers digital content to assess the accessibility following international guidelines using a variety of adaptive or assistive software.
2. To produce a report after testing with feedback on accessibility to the reporting schedule.
3. To manage your own time effectively and complete all tasks on time.
4. To conduct yourself in a professional manner and provide appropriate feedback to clients and management regarding your specific area of expertise.
5. To remain abreast of trends and developments in the area of digital accessibility.
6. To represent Shaw Trust in promoting its work and services and to promote the work of the department within Shaw Trust.
7. To adopt, share and implement good practices and to maintain effective communication with all Shaw Trust departments and personnel.
8. To undertake appropriate learning and development as identified through regular appraisal and reviews.

9. To be conversant with Shaw Trust policies and procedures and to comply with agreed procedures particularly those relating to the approval of projects and budgets and to maintain awareness of its overall philosophy and its charitable aims and objectives.
10. To remain up to date with current trends and developments in the area of accessibility
11. Any other comparable duties and responsibilities.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report

any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.

8. Be aware of, promote and implement Shaw Trust's Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment.