

Job description

Job title: Access Advisor (ASAS)

Reports to: Head of Business Development

Overall purpose: To manage the Access Advisory Service (ASAS) – a support service for voluntary and community organisations in London seeking to make their premises more accessible and sustainable. The services are aimed primarily at those organisations applying, or considering applying, to the *Access to Buildings* element of the City Bridge Trust’s grant programme, but is open to the voluntary and community sector in London as a whole.

The Centre for Accessible Environments (CAE) is a small team that gives professional advice and information to organisations on making places accessible to all users, including people who are elderly and/or have a range of physical, mobility, sensory and cognitive impairments.

Main tasks and responsibilities:

The service

- To offer information, advice, signposting and handholding support to those who contact the Access and Sustainability Advisory Service (ASAS).
- This will specifically relate to access audits - what they are, what they are for, who does them, how to find suitable auditor, how to brief them, what kind of audits to specify, what kind of reports to ask for, how to prioritise recommendations and other issues.

- Similar advice will be required to support charity organisations during capital cost grant applications for access improvements following the access audits.
- To provide basic access advice and identify areas where specialist input and signposting is needed.
- To visit charities in their premises as necessary to discuss accessibility and to support grant application process.
- To follow up and feedback information from City Bridge Trust to grant applicants regarding grant application queries. E.g. Eligibility, grant requirements, etc.
- Any other duties reasonably requested

Resources

- To manage the ASAS database – to record and analyse use of the service for monitoring and program evaluation.
- To manage the ASAS webpage and social media account.
- To prepare booklets, guidebooks and factsheets when necessary.
- To deliver training on access and inclusion for charity organisations.
- To develop materials for applicants such as checklists and factsheets

Promotion

- To promote and encourage take up of the service. This includes generating press releases, writing articles, arranging to speak at events and conferences.
- To email electronic updates to City Bridge Trust grant applicants about relevant, low-cost accessibility and user collaboration workshops in London.

Monitoring and evaluation

- To conduct regular evaluation of the service (E.g. number of charity contacts supported, locations and evidence of written and verbal feedback).
- To visit charity buildings after Capital Costs building works have been completed and review inclusive building management.
- To feedback progress to City Bridge Trust and assist in reporting and monitoring activity.

Person specification for Access Advisor (ASAS)

Key:

E = Essential

D = Desirable

1.0 Knowledge	E or D
Good awareness of accessibility, and access auditing	E
Good awareness of a range of impairments and potential requirements that disabled people have	E D
Knowledge of grant assessments, evaluations and monitoring within the voluntary sector.	
2.0 Education, training and qualifications:	
Excellent spoken and written English	E
Professional or vocational qualification in Built Environment related discipline	D
Further training inclusive design or access	D
3.0 Experience	
Excellent IT skills (intermediate MS Word, Outlook and Excel and PowerPoint).	E
Ability to read and interpret plan drawings	D
Experience writing press articles to promote a service.	D
Familiarity with working in a business to business environment	D
Experience with website and social media management.	D D
Ability to develop training and promotional materials using a variety of software packages, including PowerPoint and In-Design	D

4.0 Communication	
Excellent interpersonal skills and the ability to communicate effectively at all levels.	E
Experience offering support to people from diverse backgrounds	D
Proven presentation and training skills	E
5.0 Management and organisational skills	
The ability to organise, prioritise, and forward plan workload to meet deadlines.	E
Good record keeping skills (accurately & clearly record information as well as maintain organised and efficient systems).	E

Additional Information

Type of contract	Permanent
Location	London Head Office
Hours	Full time
Salary	£36,045.78
Pension	Contributory Pension Scheme (Social Housing Pension Scheme, Pensions Trust). Habinteg co-contribute up to 10% of employee contributions.
Annual leave	25 days, increasing to 28 days per annum
Life assurance	1 x annual salary to be paid to the beneficiary in the event of death while in the employ of the Association and before reaching retirement age.

Please note that the above details do not constitute a contract of employment and are given for information purposes only.

How to apply

Closing date for the position is Monday 26th November 2018 11am

Interviews will take place on Thursday 29th November 2018

To apply please visit:

Website: www.habinteg.org.uk/recruitment

You will be required to register on our jobs portal. Once registered you will be asked a series of questions about how you meet the criteria, complete sections around your job history as well as uploading your CV.

Please also feel free to contact the HR department should you have any further queries:

E-mail: recruitment@habinteg.org.uk

Tel: 020 7822 8700

In line with our goals on Diversity we welcome applications from every section of the community.