

JOB DESCRIPTION

Accessible Information Officer

Role of Post

The Accessible Information Officers' primary responsibility is raising awareness and understanding of the importance of accessible information.

The post holder will provide tools, materials and training to public agencies, third sector organisations and others to help them meet the information needs of a diverse range of service users and carers. The Accessible Information Officer works in co-operation with the Manager and Information Service Coordinators in the following key areas in furtherance of the organisation's strategic plan.

- Improving the provision of Information
- Partnership Working and Promotion
- Monitoring and Reporting
- Research and Development
- Commitment to Equality

Reporting to: Manager

Salary: £25,696 (35hr week)

Pension: Workplace Pension with the People's Pension. (4% employer contribution. Employees are also expected to contribute)

Annual Leave: 35 days annual leave (including public holidays)

Location: Initially the role will be working from home and will move to a hybrid working model later in 2022 offering a flexible combination of working from an office in Edinburgh and working from home. We anticipate the post will entail travel therefore access to own transport insured for business purposes would be desirable.

Registered Address 168 Bath Street, Glasgow, G2 4TP

Improving the provision of Information

- Co-ordinate, support and deliver the charity's Making Information Accessible service
- Produce a range of training resources and guides which are accessible, relevant, accurate and up to date
- Support and supervise volunteers ensuring they meet organisational and relevant quality criteria in relation to appropriate information standards

Partnership Working and Promotion

- Raise awareness of the charity and accessible information through publicity and marketing campaigns
- Develop new partnership opportunities through attending events to promote and develop new resources and services
- Create and maintain links with other organisations and individuals who work with disabled people, their carers and families
- Assist with the development of new publicity materials

Monitoring and Reporting

- Prepare reports based on service activities which meets the needs of the organisation and its funders
- Collect and collate service user feedback in order to facilitate a programme of continuous quality improvement

Research and Development

- Research and produce content for our online information resources, Elearning and training courses.
- Develop relevant new info guides/factsheets and Frequently Asked Questions (FAQs)
- Review existing materials to ensure up to date, relevant and accurate

Commitment to Equality

- Work in a way which challenges discrimination of all kinds and promotes equal opportunities

General

- Support the Manager with volunteer recruitment and general administration tasks as required