

**Greater Manchester Coalition of Disabled People**

**Access and Inclusion Job Specification**

Applicants are advised that the shortlisting for this post will be based upon a demonstrated ability to meet the items identified here on the person specification. Please ensure that you clearly explain how you meet these requirements when making your application.

**Personal Values**

Must display a genuine commitment to equality of opportunity, an understanding of the barriers to full participation in society experienced by disabled people, and of how these can be removed.

**1. Knowledge.**

1.1 Knowledge of the social model of disability and the main barriers facing disabled people.

1.2 Understanding of equal opportunities.

1.3 Understanding of the importance and limitations of confidentiality.

1.4 Understanding of basic accessible design principles, and how to incorporate these across multiple platforms and formats.

1.5 Understanding of co-design methods.

1.6 Good knowledge of spelling, grammar, and punctuation.

**2. Skills**

2.1 Ability to produce and present information a variety of information in accessible and creative ways.

2.2 Good computer skills, including in Word, Outlook, and other databases

2.3 Ability to communicate with both individuals and groups in a variety of settings

2.4 Excellent proof reading skills, including attention to detail in formatting, making certain all elements are included and appear as they should

2.5 Ability to establish a constructive rapport with organisations, their staff, and stakeholders

2.7 Ability to share resources, information and good practice with others, through 1-2-1 discussions, and presentations to groups

2.7 Able to plan and prioritise own workload in meeting the project targets.

2.8 Able to work on own initiative and as part of a team.

**3. Experience.**

3.1 Experience of formatting information, documents, and resources in a variety of formats

3.2 Experience of using software programmes such as word, Office 365 and other systems

3.3 Experience of proof reading, editing, and finalising documents

3.4 Experience of supporting/training others through sharing information, best practice, and guidance; either on a 1-2-1 basis or in group settings

3.5 Experience of monitoring and evaluating activities, keeping to individual deadlines and targets

3.6 Experience of conducting desktop research, analysing, and interpreting patterns and trends, and recording findings (desirable)

**4. General**

4.1 Must be a disabled person (self-definition).

4.2 Willingness to work flexibly, including occasional evenings and weekends.

4.3 Willingness to develop skills and undertake relevant training.

4.4 Willingness to learn about the disabled people’s movement

4.5 Willingness to undergo a Disclosure and Barring Service check.