

**Greater Manchester Coalition of Disabled People (GMCDP)**

**Job Description: Access and Inclusion worker**

**Job title:** Access and Inclusion worker

**Hours:** 35 hours per week

**Salary:** £23,600 per annum

**Line manager:** GMCDP Manager (supported by Archives+ for specialist archives knowledge, and supported by Archive Lead on day-to-day basis)

**Location:** Central Library (primary location) and GMCDP office

**Contract length:** 2 years

**Deadline for applications: 12pm Wednesday 5th October**

**Please note GMCDP is a disabled people’s organisation which is 100% run and controlled by disabled people. This post is therefore open to disabled people\* only.**

\*By disabled people we mean anyone facing disabling societal barriers in relation to their impairments or conditions. This includes physical impairments, mental distress or illness, hearing or visual impairments, learning impairments, neurodiverse people, and those with chronic impairments.

**About Greater Manchester Coalition of Disabled People**

Greater Manchester Coalition of Disabled People (GMCDP) is a disabled people’s organisation which is completely run and controlled by disabled people. Our mission statement is:

**“To promote the full inclusion of disabled people in society and challenge the discrimination and oppression of disabled people.”**

We aim to:

* Promote the independence and inclusion of disabled people in society.
* Identify and challenge the barriers that prevent disabled people from fully participating in mainstream society today.
* Encourage and support the self-organisation of disabled people.
* Actively promote the understanding and implementation of the social model of disability.
* Use the wealth of knowledge of disabled people to strengthen and develop our organisation and its projects.

**Purpose of the role**

GMCDP is working in partnership with Archives+ to fully catalogue the Disabled People’s Archive collection. This collection is the largest disabled people’s archive in England, and is hosted by GMCDP and stored at the Central Library with Archives+. GMCDP has secured funding to ensure this important collection is catalogued and fully accessible to disabled people.

As the Access and Inclusion worker you will be responsible for ensuring archive materials are transcribed into accessible formats, including large print, BSL, audio, Braille and easy read. You will work with the Archive Lead to establish priorities for transcription, and will apply GMCDP’s good practice guidelines for making material accessible, improve or build on these and work with Archives+ to develop resources which can be used across other archive collections. You will support Archive collections to become more accessible through co-delivering training and workshops alongside the wider GMCDP archive staff team.

Full training will be provided for this role in accessible standards, archive systems and protocols.

**Main duties:**

* Transcribe archive materials into accessible formats, including braille, easy read and easier-to-read, BSL, audio, large print and text only documents
* Manage the project’s transcription and digital accessibility plan, and liaise with other agencies for accessibility options and transcriptions that need out-sourcing, for example British Sign Language
* Keep up-to-date with current access good practice standards for documents, images, audio/visual material and artefacts
* Using current good practice, work with the archive team and steering group to develop an accessibility best practice - both policy and practical production - for the Disabled People’s Archive
* Based on research and by testing the efficacy of the Disabled People’s Archive access policy and practise, develop a good practice toolkit and resources for other archive collections
* Support the digitisation of the catalogue, liaising with the Archive Lead and Archives+
* Work with the Archive Lead to establish which records are able to be fully transcribed into alternative formats
* Develop and carry out workshops for individual archivists and archive collection holders
* Promote the good practice toolkit through engaging with other archive workers and collections
* Work with other archives to support them in making their collections available and accessible