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| **AbilityNet Job Description** |

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| **Job Title:** Senior**/**Mid-Level Accessibility Consultant | **Reporting to:** Senior Accessibility Consultant Team Leader |
| **Bands:** 3 & 4 | **Location:** London / Leamington Spa/ Knutsford / Home-based |

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| **Job Purpose** |
| You will join a dedicated team, focused on delivering practical accessibility and usability consultancy for a wide range of clients across the public and private sectors.  Main deliverable will be user-testing, training, and taking on project lead role. |

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| **Accountabilities** |
| * Facilitating user research with disabled and silver surfer participants, such as moderated and unmoderated user testing sessions. * Delivering training on topics related to digital accessibility, including development, design, and testing best practices. * Carrying out accessibility testing, such as WCAG audits, design reviews, PDF audits, expert reviews, and so on. * Liaising with the project planning and sales team, such as assisting with scoping projects, supporting on kick-off calls, and answering client queries. * Other tasks consistent with the scope of the post, as requested by the Head of Accessibility or your line manager. * Promoting AbilityNet within the community, such as presenting at conferences or contributing social media content, such as blogs and articles. |

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| **Candidate Knowledge** |
| * Knowledge of usability research and evaluation methods and principles, such as user testing, user-centered design, and inclusive design. * Knowledge of digital testing methodologies, such as creating and executing test plans, documenting issues, and managing tickets. * Knowledge of accessibility standards and guidelines, such as WCAG. * Knowledge of digital learning and education, such as methods of delivering impactful training sessions and creating teaching materials. * Knowledge of disability, inclusion, and intersectionality. |
| **Skills** |
| * Conducting user research projects, such as moderated user testing sessions, collecting, and analysing findings, and producing reports. * Assistive technologies, such as screen readers and voice recognition. * Experienced in designing and delivering training sessions via webinars and face to face. * Foundational web and app development, such as vanilla HTML, CSS, and JavaScript, and applying these to digital accessibility. * Using digital communication tools, such as Teams, Slack, and Zoom. * Using bug tracking and project management tools, such as Jira, YouTrack, BugZilla, to document and update issues. * Microsoft Office, particularly Microsoft Word and PowerPoint. |

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| **Person Specification** |
| * AbilityNet to take lead on projects, managing project team. * Able to manage diverse workload and manage own time. * Strong communication and presentation skills. * Excellent written English, ideally applied to documentation, potentially using systems such as Confluence, and writing bugs or issue tickets. * Self-motivated and proactive * Demonstrable problem-solving skills. * Strong attention to detail and desire to be thorough. * Ability to work independently, part of a team, and with external clients. * Be available to travel within the UK and outside. * Willingness to extend themselves beyond their normal duties when required to take on additional practical tasks or responsibilities. |

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of AbilityNet at any time after discussion with the post holder.