

## **JOB OUTLINE FOR THE ACCESSIBILITY OFFICER**

### **Purpose**

The post-holder has responsibility for ensuring that existing members and third-agers, who may wish to join Beccles U3A, are supported in their needs relating to current Beccles U3A draft policies regarding Equal Opportunities and Disabled Access.

The Office of Accessibility can be more than one person and form a sub committee of which one person will report directly to the Chair. The person reporting has the option of being a member of the Executive Committee if they so wish.

### **Responsibilities**

The post-holder/holders will:

1. Advise Beccles U3A regarding legal requirements and Third Age Trust guidance in regard to Equality of Opportunity and Accessibility issues and assist in formulation of any policy modifications required.
2. Advise the Executive Committee on any membership matters relevant to Equality of Opportunity and Accessibility.
3. Review, on an annual basis, and amend in agreement with the Executive Committee, all relevant policies and specifically, Hard of Hearing policy, Access for Disabled policy and Equal Opportunities policy.
4. Make arrangements for a designated person to be available at the monthly General Meeting to ensure that Disabled members and visitors are provided with appropriate seating.
5. Act as the point of contact for all disabled members and communicate directly with individuals to identify their needs to develop reasonable strategies within Beccles U3A Policy that may enable them to participate as far as reasonably practical, or to formulate recommendations to the Executive Committee for Policy changes.
6. Contribute to the Trustees Annual Report as requested.

March 2015