



JOB DESCRIPTION

ACCESSIBILITY OFFICER

The Role

To help our U3A to be as accessible as possible to all our members, and to potential members, by helping to reduce barriers to participation as far as reasonably possible. This is in line with our Accessibility Policy, and our guidelines and advice to Activity Group Co-ordinators and organisers of outings.

Activities

- To keep a record of public premises that we currently use, noting their accessibility and any issues to be aware of for members with mobility, visual or hearing problems.
- To consider and record any alternative venues that may be suitable for future use.
- To collect information on practical resources that may be helpful.
- To research sources of knowledge, advice and support that may include other organisations.
- To share this knowledge from time to time with the Committee.
- To liaise with relevant Committee colleagues when aware of concerns arising for Co-ordinators or members.
- To raise significant concerns with the Chair and Committee when collective decisions are needed, and to help carry out any decisions made, as appropriate.