

## **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 Leaders and Organisers of outings.

#### **Activities**

- discussing with members and potential members of Knutsford u3a any reasonable adjustments they may require and agreeing these with them and with Group Leaders where appropriate
- liaising with the Groups Co-ordinator to ensure Groups use accessible premises wherever possible
- liaising with the Groups Co-ordinator to provide advice to Group Leaders
- providing advice to Organisers and Members of the Knutsford u3a
- Keeping up to date with information on accessibility provided by u3a and sharing this knowledge regularly with the Committee
- Highlighting any accessibility issues for the Knutsford u3a and making recommendations to the Committee
- Liaising with the Group Co-ordinator when aware of concerns arising for Group Leaders or Members.
- Raising significant concerns with the Chair and Committee when collective decisions are needed, and implementing any actions required.

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