



Fixing the big issues for disabled people in Buckinghamshire  
Charity No 1102511

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Postal Address (no callers): BuDS, c/o Aylesbury Foodbank,  
44 Rabans Close, Aylesbury, Buckinghamshire, HP19 8RS  
Registered Address (no callers): BuDS, c/o B P Collins LLP, Collins House,  
32-38 Station Road, Gerrards Cross, Buckinghamshire, SL9 8EL



## Role Description

# F4A Access & Inclusion Surveyor

Hours:	Ad Hoc – Flexible (Approx 2-4 days per month)
Pay rate:	£200 - £300 per day depending on experience
Start date:	13 <sup>th</sup> February 2023
Duration:	6 months (may be extended)
Location:	Home based using MS Office 365 and Teams but will involve visiting venues and places across Buckinghamshire
Reporting to	HR & Project Manager
Role Purpose:	Lead surveys undertaken as part of BuDS' Fair4All Access & Inclusion service. This role would be great for someone who is currently studying and would like to build their experience

## Specific Responsibilities:

With strong support of the HR & Project Manager, Trustees, and as part of the wider BuDS team:

- Help design and update guidance and templates for the overall Access & Inclusion Survey service, including survey & reporting templates for future use
- Lead BuDS volunteers in conducting comprehensive and holistic assessments of how accessible and inclusive a business, site or service is for all disabled people, to include designing and using feedback polls
- Lead the writing of comprehensive reports based on the surveys completed, including the results of polling, and lead on the drafting of recommendations and advice for sites, services and businesses
- Lead on the presentation of survey results and advice, guidance and recommendations to sites, services and businesses, and agreeing an ongoing action plan as appropriate

- Work effectively with the wider BuDS team and participants in the Access & Inclusion Surveys, communicating the work being done, and needing to be done, using posts, task boards and messages on MS Teams

### **Personal Specification**

1. Substantial knowledge and experience of disabled access and inclusion issues covering more than one impairment group
2. Specific prior experience of completing Disability or Inclusion Access Surveys or Audits would be preferred
3. Ability to write reports based from surveys
4. Working knowledge of using MS Office and Teams (training available)
5. Strong planning and organising skills
6. Ability to build relationships and support others
7. Ability to work cooperatively and effectively with a wide variety of people including disabled people with impairments of all types
8. Ability to maintain confidentiality and keep private information to themselves
9. Strong personal commitment to the Social Model of disability – see <https://buds.org.uk/the-social-model-of-disability/>

**BuDS is an equal opportunity organisation and disabled people are particularly encouraged to apply for this role.**

*BuDS is committed to safeguarding all those with whom it works. This post will involve unsupervised work with potentially vulnerable adults and children, and/or their records, and so this post will be subject to an enhanced DBS check on appointment. This will be arranged and paid for by BuDS. Character and work references will also be taken up.*