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| **AbilityNet Job Description**  |

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| **Job Title:**Accessibility & Usability Consultant (Junior level) | **Location:**London EC2 |
| **Reporting to:**Accessibility Manager | **Department:**Accessibility Services |

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| **Job Purpose** |
| Primary purpose is delivering practical digital accessibility and usability consultancy for a wide range of clients across the public and private sectors.  |

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| **Principal Accountabilities** |
| * **Accessibility audits** – review websites against WCAG 2.0 accessibility guidelines
* **User testing** – work with other consultants to set up, manage and give client feedback on user tests, via written report and in person
* **General consultancy** – provide a range of ad-hoc consultancy for clients which includes reviewing wireframes and visual designs for accessibility issues
* **Research** – keep up to date on accessibility and usability trends and techniques, as well as researching queries for clients.
* **Sales support** – working alongside our sales team to develop and deliver client proposals

**Other*** **Presentations** – as required present findings to clients and speak at accessibility events
* **Contributing** – share knowledge with the team; come up with ideas for new services and suggestions for improving and developing the services we already provide. There is also scope to write articles for the AbilityNet website and blog
* **Networking** – proactively network with other accessibility and usability professionals
* To undertake any other task consistent with the scope of the post as requested by the Accessibility Manager
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| **Knowledge, Skills and Experience** |
| **Essential*** Knowledge of Accessibility audits & WCAG 2.0
* Keeps up to date on accessibility and usability trends and techniques, as well as researching queries for clients
* Working knowledge of HTML, CSS and the concepts of web accessibility
* Knowledge of the principles of website design and an awareness of how accessibility and usability can enhance it
* Willing to learn accessibility and usability concepts in depth
* Good working knowledge of Microsoft Office
* Self-motivated and proactive
* Confident communicator with good presentational skills, excellent writing skills and good attention to detail
* Good time management and organisational skills
* Ability to think both logically and creatively, with strong problem solving skills
* Be able to work independently and as part of a team
* Willingness to extend yourself beyond your normal duties as required to take on additional practical tasks or responsibilities

**Desirable:*** Degree in a design/development, usability, cognitive psychology or related field
* Familiarity with user-centred design methodologies
* User testing – able to work with other consultants to set up, manage and give client feedback on tests both by a written report and in person.
* Working knowledge of assistive technologies (JAWS, Dragon, ZoomText) and Windows and OSX accessibility features
* Knowledge of JavaScript
* Experience of working with external clients
* IAAP CPACC or CPACC and WAS certification is ideal
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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.