



Job Description ***Accessible Information Illustrator***

Job Title:	Accessible Information Illustrator
Hours of work:	Full-time, 37 per week
Salary:	£20,000 a year pro-rata
Annual Leave:	25 days per year plus 8 statutory days
Responsible to:	Finance and Operations Manager
Contract:	On-going (subject to funding)

Purpose of the job:
<ul style="list-style-type: none">• To work with people with learning disabilities to design and illustrate accessible information. To undertake this work both for CHANGE funded projects and to provide a fee based service to external organisations wishing to present their information in an accessible format.
<ul style="list-style-type: none">• To support CHANGE with the creative development of a range of accessible resources and products including illustrations, accessible documents, promotional materials, and web based information.
Duties:
<ul style="list-style-type: none">• To work closely with the Words to Pictures Team to produce accessible information using accessible design, illustrations and accessible copy.
<ul style="list-style-type: none">• To illustrate in the “CHANGE style” through consultation with people with learning disabilities.
<ul style="list-style-type: none">• To work with CHANGE staff to develop accessible documents for both internal and external use.
<ul style="list-style-type: none">• To support other members of staff in designing documents using Microsoft Office (especially PowerPoint).
<ul style="list-style-type: none">• To work on accessible information commissioned work in order to generate income for the organisation.
<ul style="list-style-type: none">• To work with the Accessible Information Team to update and prepare new illustrations to be uploaded on the CHANGE website.
<ul style="list-style-type: none">• To research with the Words to Pictures Team the best ways of illustrating various topics, concepts, information.
<ul style="list-style-type: none">• To work to ensure that deadlines are met.
<ul style="list-style-type: none">• To report on a regular basis to the Accessible Information Manager.
<ul style="list-style-type: none">• To design the layout and overall presentation of accessible information to professional standards.
<ul style="list-style-type: none">• To ensure that the accessible information is clear and easy to understand.

<ul style="list-style-type: none"> • To work as part of a team. • To carry out any other duties within the range of the post.
Person specification
Essential requirements
<ul style="list-style-type: none"> • Knowledge and understanding of accessible design. • Experience or understanding of learning disability. • Hand drawing skills. • Excellent level of using Adobe Creative Suite, in particular InDesign and Photoshop. • Ability to work with different branding guidelines. • Knowledge and experience of producing illustrations and documents for both print and digital. • Ability to produce illustration work in the “CHANGE style”. • Ability and experience of creating document layouts and ability to work in an editorial capacity. • Ability to work in a flexible and cooperative way, managing a varied workload. • Ability and experience of working both independently and as part of a team. • Ability and experience of communicating clearly using simple English. • Willingness to undertake appropriate training as and when required. • A good understanding of and a commitment to working within the social model of disability, and a willingness to adhere to CHANGE’s ethos and values as regards to empowerment of people with learning disabilities. • A commitment to and clear understanding of equal opportunities, and the ability to work in a way that puts equal opportunities into practice. • Must be legally entitled to work in the UK. • Must be able to perform all duties and tasks with reasonable adjustment where appropriate, in accordance with the Disability Discrimination Act 1995.
Desirable requirements
<ul style="list-style-type: none"> • Experience of working with people with learning disabilities in an empowering way. • Experience of working in the voluntary sector, either in paid or unpaid positions. • Knowledge of how to make information accessible to all people with learning disabilities. • Experience of consulting people with learning disabilities. • Knowledge of the issues surrounding the lives of people with learning disabilities and/or people from underrepresented groups. • Experience of producing illustrations covering medical or social topics. • Willingness to travel to meetings/conferences as and when required.