

Access Auditor

Overall Objectives

1. To deliver Level Playing Field Access Audits.
2. To undertake design appraisals of sports venues.
3. Securing new audit commissions in the sports sector.
4. Supporting fans and clubs with their general enquiries.
5. To maintain Level Playing Field's reputation of excellence with its stakeholders.

Specific Responsibilities

1. To undertake a programme of Access Audits and design appraisals of sports venues within given timescales as part of the access team.
2. To provide recommendations within the audit reports that improve access and inclusion for disabled sports spectators.
3. Promote Level Playing Field's audits with clubs, governing bodies, and other organisations and secure new commissions.
4. Working with and building positive relationships with the LPF membership, disabled supporters, clubs, and other key stake holders.
5. To represent Level Playing Field at Conferences, Forums, Meetings, and other relevant events.
6. Handling day-to-day enquiries from clubs and disabled supporters.
7. To play an active role in delivering aspects of Level Playing Field's annual national campaign, Weeks of Action.

Person Specification

	Essential	Desirable
Skills and Knowledge	<ul style="list-style-type: none"> - NRAC accredited access auditor or working towards accreditation. - Good knowledge of Accessible Stadia Guidance and sports relevant access standards. - Computer literate (all Microsoft functions including Teams and OneDrive). - Excellent report writing skills. - Good communication skills. - Ability to read plans and layout drawings. - A level of commercial awareness to secure access audit commissions. 	<ul style="list-style-type: none"> - Experience of using CRM (Salesforce). - Knowledge of data protection and key legislation.
Experience	<ul style="list-style-type: none"> - Writing detailed high quality Access Audit reports. - An understanding of Accessible Sports Stadia (accessible facilities and services) for disabled spectators. - Working in the equality/disability/access and inclusion and/or sports and NGO sectors. - Providing post-audit advice and support to clients. - Project management and development. 	<ul style="list-style-type: none"> - Understanding of the social model of disability. - Working towards KPIs.
Personal Qualities	<ul style="list-style-type: none"> - Working under own initiative to achieve goals. - Effective time management. - Team player. - Interest in the sports sector. - Passionate about inclusion. 	<ul style="list-style-type: none"> - Good understanding of the sports landscape (including Football, Rugby Union and League, Cricket, Horseracing, Tennis, Athletics, etc). - Full driving licence.