# RNIB Job Advert Accessible Template

It is very important that all the documents are accessible and in the correct format. Follow these easy tips to ensure blind and partially sighted candidates will be able to access your information in an easy way.

* Use of Styles. Use only one Heading 1, and use heading 2 onwards. Use Normal text for the regular paragraphs, etc. This allows assistive technology to guide users in the correct order.
* Font – all body text should be Arial, 14pt, no italics or underlined sections. Avoid the use of capitals for long phrases. Use bold only to highlight words or short phrases.
* Colours – shouldn’t be used apart from in hyperlinks (this is automatic). All font colours to be Automatic.
* Tables – should had Alt text and Heading row marked up.
* Images – needs to be functional, not decorative, and have Alt text.
* Lists – all should be styled as List Bullet or List Number
* Extra spaces – extra “spacebar” spaces and “enter” spaces should be removed.
* Structure the advert in a way that the information can be discovered in order.
* If the application includes an alternative process (like a special form or test), include clear information to inform users that the application process is alternative and contained within the main job description.
* Offer candidates the information in alternative ways: Word, audio, large print, etc.

# Example of Accessible Job Description Template

# Job Description

**Position Details**

**Job Title:**

**Job Level:**

**Department:**

**Location:**

**Type of Contract:**

**Salary:**

**Hours:**

**Reports to:**

**Purpose of Job:**

Set out the ‘purpose’ as a single paragraph summarising the main accountabilities of the role.

**Impact:**

Enter the scope and reach of the role including the numbers and grades of any people that they have management responsibility for.

**Financial Responsibility:**

Enter the broad level of financial responsibility trying to avoid specific targets as these may change year on year.

**Decision Making Responsibility:**

Enter the level of decision making responsibility the role has

**Main Accountabilities:**

Please set out the main accountabilities of the role in order of importance. Ensure that these are the key responsibilities, you should be aiming for no more than 12 otherwise it risks becoming a list of tasks. Ideally each point would be started with an action word such as lead, manage, deliver, promote, develop etc

**Person Specification - Template**

**Please note all criteria are essential unless otherwise stated**

**Please set out all essential and desirable criteria for the role**

1. **Specialist Knowledge, Skills and Experience**

Clauses about knowledge will tend to start with ‘understand, have knowledge of’. Try to explain the depth, scope and complexity of this in each case but avoid referring to ‘time; as in ‘x years’ as this is not permitted in most cases.

Skills should be described in terms of ‘ability to’, and then describe the skill as clearly as possible

Experience should be described as ‘experience of’ doing a ‘thing’ and make clear what ‘level’ of practice is expected in terms of scale and complexity.

Include any requirements for qualifications in this section, but make sure this is appropriate and consider including ‘or equivalent experience’ in most cases to ensure fairness of opportunity.

Please note that if the role requires travel, you must not state “must have own car” or “must have driving license” as this may discriminate against disability confident and BPS candidates. Instead state “willingness and ability to travel”.

1. **People management skills/ team working skills**

If the individual is not a line-manager, remove the reference to People-management skills and focus on the team-working skills and behaviours as needed.

1. **Planning and Organisational skills**
2. **Problem-solving and creative skills**
3. **Communication skills**
4. **Equal Opportunities**

Ability to understand and demonstrate commitment to [add company’s name] Equal Opportunities Policy and to ensure all activities are consistent with the Equal Opportunities Policy. This includes all staff activities and their interface with the general public.

1. **Special Conditions**

End of Document.