

Access & Inclusion (Heritage) Officer

Salary: £23,500 (pro-rata)

Hours: 21 hours per week

Location: Midlands (*Bedfordshire, Cambridgeshire, Derbyshire, Herefordshire, Leicestershire, Northamptonshire, Nottinghamshire, Rutland, Warwickshire, West Midlands, Worcestershire*)

Contract period: 9 months

Accountable to: Project Manager, Film Heritage

The Work

The British Deaf Association (BDA) was founded in 1890, to work towards equality for Deaf people in the UK, with particular emphasis on ensuring appropriate recognition of British Sign Language (BSL). A member-led organisation, opportunities for member participation and interaction are at the heart of our work; which incorporates community development and advocacy projects, family and youth engagement, BSL development, policy and campaigning. We enjoy a high profile throughout the UK, addressing often complex and controversial social issues and working with multiple stakeholders.

The BDA Film Archive is a vast collection capturing the activities of the Deaf community from the 1930s through to the present day, including day trips, holidays, social activities, campaign rallies and sporting events. Those on screen are shown communicating in increasingly rare forms of British Sign Language and finger spelling. The BDA has received generous funding from the Heritage Lottery Fund which will allow us to preserve and enable access to this collection - leading to a greater understanding of the Deaf community.

Following the digital preservation of materials, the BDA have created 'SHARE: The Deaf Visual Archive' (www.sharedeafarchive.org) to showcase the rare film footage and bring it alive through the testimonies of those featured in the films. We have also commissioned a feature length documentary 'Power in our Hands', as well as education resources for both Deaf schools and mainstream schools.

The BDA is now ready to enter the final stage of our project- an extensive education and outreach programme to support and promote the above initiatives. The aim of this programme is to address the significant lack of resources and exhibitions focussed on the cultural history of the Deaf community.

The Role

The Access & Inclusion (Heritage) Officers will play a key role in achieving this final stage of our project – delivering a range of screenings and training programmes to increase public access to both SHARE and 'Power in our Hands', and promote learning from and enjoyment of them.

They will work in seven specific regions on a structured programme of screenings in Deaf Clubs, cinemas, museums, galleries, community centres and large-scale events. Bespoke training on facilitating post-screening discussions at these events will be provided. They will also deliver training and outreach sessions at Deaf Clubs to encourage engagement with SHARE.

Main Duties and Responsibilities

- To manage and develop relationships with Deaf Clubs and public venues within designated region.
- Facilitate a minimum of 10 screenings at Deaf Clubs, 5 screenings at public venues, and one event screening within designated region (screenings at public venues will be prearranged – screenings at Deaf Clubs will be the responsibility of the Officer to organise).
- Promote, organise and deliver a minimum of 10 training sessions encouraging engagement with SHARE
- Promote Deaf Awareness training sessions at public venues within designated region
- Assist at additional event screenings around the UK if necessary.
- To at all times act as ambassador for wider Project – especially in actively sourcing,
- collecting and uploading public materials to Online Resource
- To keep accurate and up to date activity and monitoring records in compliance with data protection legislation, and use these records to deliver final evaluation report on work.
- Support other Officers with their work by attending team meetings and sharing experiences in the field.
- To supervise and manage the work of volunteers as required.
- To abide by and promote BDA's Vision, Mission and Values

This list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder.

Person Specification

Essential skills and experience

- To abide by and promote BDA's Vision, Mission and Values
- Native British Sign Language user (BSL) or minimum Level 6 BSL skills
- Knowledge and understanding of Deaf issues especially those facing older D/deaf people, including an awareness of Deaf culture and varying communication methods
- Able to work independently and as part of a team
- Ability to build positive and beneficial relationships with Deaf clubs and public venues
- Outgoing and friendly, with excellent communication skills
- Ability to use own initiative and take a proactive approach
- Confidence and ability to represent the BDA
- Excellent attention to detail
- Well-organised, with strong administrative skills and experience of keeping detailed records.
- Ability to work flexibly and around schedule of others
- Ability to build good working relationships with other BDA staff and volunteers

Desirable

- Experience of working on heritage/Deaf heritage/community projects
- Proven experience of monitoring and evaluating project work
- High level of English and high-quality writing skills
- Ability to prioritise and meet deadlines

Other requirements

The successful candidate will be required to:

- Work flexible hours including evenings and weekends
- Travel away from home occasionally for organisational meetings (including bespoke Training Sessions which are essential for this post)
- Assist fellow Access & Inclusion (Heritage) Officers in other areas of the UK at large-scale screening events.

To Apply: Please complete application form and return to filmheritage@bda.org.uk

Closing Date: Monday 7th December, 5pm.

PLEASE NOTE: The start date for this position is 12th January 2016. All officers must be available for training sessions on 12th, 13th and 14th January in London