# Job description

Job title: Technical Writer

Reporting to: Head of Legal and Content

**Temporary contract: Three months (to be reviewed after two months)**

**We are Business Disability Forum (BDF)**. We believe the 26 million people in the UK and over 1 billion people worldwide with disabilities and long-term conditions enhance the social and economic health of our societies. We help remove barriers in business structures and Government that prevent disabled people from thriving and making their contribution to the world.

**We are unique.** There are many great disability charities and disabled persons’ organisations. Our niche is our expertise in disability as it affects business.

## ****Our values:****

* We are focused.
* We care and respect.
* We find solutions and deliver outcomes.
* We are empowered and take ownership.
* We constantly learn and evolve

## Job purpose:

To review and update BDF’s content for our Membership on all aspects of disability as it affects business. This role requires a systematic approach to reviewing and updating content on our Website, Knowledge Hub and internal systems. The post holder will need to conduct desktop research and work with the Technical Writer/Content Creator and Head of Legal and Content to ensure that all terminology and guidance as well as references are up to date and in line with current best practice

## Key tasks and responsibilities:

* To systematically review content on the website, Knowledge Hub and internal data systems for accuracy and to conduct appropriate desktop research to update and add to content to ensure it is accurate, current and engaging.
* To write clear and engaging content in grammatically correct English for new Member/Partner resources
* To conduct desktop research to ensure that everything that is written is current, accurate and in line with best practice
* To work with the Creative Designer and Digital Inclusion Team to deliver resources in a variety of digital and physical formats

## Other:

* + Be familiar with and, at all times, adhere to Business Disability Forum’s policies and procedures as compiled in the employee handbook.
* All employees are also expected to promote and comply with Business Disability Forum’s policies on equality and diversity with specific reference to disability both in the delivery of services and treatment of others.
* Any other duty as may be assigned that is consistent with the nature of the job and its level of responsibility. Any changes will be made in consultation with the post holder.

## Line management responsibilities:

* None.

## Working contacts

### Internal

* Head of Policy & Research
* Projects and Insights Manager
* Creative Designer
* Digital Officer
* Communications & Marketing Officer
* Press Consultant

### External

* Partners
* Members
* Disabled Person’s Organisations
* Business organisations

# Person specification

We assess how candidates and post-holders meet the criteria through: application (A), interview (I) or testing (T). Adjustments will be made for all candidates throughout the recruitment process.

## Experience

### Essential:

* Experience of writing and translating complex information into easy-to-understand English (A, I & T).
* Experience of managing their own workload and meeting deadlines (A, I & T).
* Experience of working independently and with others in small teams remotely (A & I)

## Skills

### Essential:

* Ability to write clear and grammatically correct English (A, I & T).
* Ability to learn and absorb complex technical and legal information and communicate it in writing in creative, clear and engaging ways (A, I & T).
* Ability to conduct desktop research and to stay up to date with current and emerging trends in business and disability/diversity (A, I & T).
* Ability to work independently and be self-motivating and to manage a busy schedule and meet fixed deadlines (A & I)
* Ability to work with others in a small team (A & I)

## Knowledge and attributes

### Essential:

* Ability to learn quickly about disability as it affects business (A, I & T).

## Equal opportunities

We are committed to becoming disability-smart and an employer of choice irrespective of race (which includes colour, nationality and ethnic or national origins), sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. The ethical and business case of ensuring that our workforce is representative of wider society is at the heart of what we do. **When we are recruiting, disabled candidates who meet all of the essential criteria will be guaranteed an interview.**

# General terms and conditions of employment

## Based:

* Working remotely.

## Hours:

* BDF’s core hours are 9am to 5pm (5 days a week) with occasional out of hours work; 35 hours per week although we pride ourselves on having a flexible approach to service delivery and are happy to discuss flexible working options with suitable candidates (this would include working 4 days per week).

## Length of contract:

* Temporary for 3 months (review after 2 months)

## Salary:

* £33,500 to £35,500 per annum

## Probationary period:

* NA

## Annual leave:

* FTE 25 days per annum plus statutory and bank holidays (33 days in total).

## Accessibility statement

Business Disability Forum is committed to ensuring that all its information, products and services are as accessible as possible to everyone.

If you wish to discuss anything in regards to accessibility or if you require alternative formats please contact Barnaby Powell:

* Tel: 020-7403-3020.
* Email: [barnabyp@businessdisabilityforum.org.uk](mailto:barnabyp@businessdisabilityforum.org.uk).

**How to apply**

Applications should be by CV and a supporting statement, of up to 400 words, detailing why you think you would be suitable for the role. If you require any adjustments to the application process please contact Barnaby Powell as set out below. Applications should be addressed to Barnaby Powell, HR & Office Manager, Business Disability Forum, Nutmeg House, 60 Gainsford Street, London SE1 2NY. If you are submitting your application by email please do so to [barnabyp@businessdisabilityforum.org.uk](mailto:barnabyp@businessdisabilityforum.org.uk)

* Closing date for applications: 9 March 2021.
* First interviews are planned for the 16 & 17 March 2021.
* Second interviews are likely to take place in the week commencing TBC.

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For further information on Business Disability Forum please refer to [www.businessdisabilityforum.org.uk.](http://www.businessdisabilityforum.org.uk)

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* Closing date for applications: 14 March 2021
* First interviews are planned for the week commencing 15 March 2021.
* Second interviews are likely to take place in the week commencing 22March 2021.

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