



# Job Description

<b>Job Title</b>	Accessibility Project Manager (Culture and Sports Events)
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Culture Liverpool
<b>Grade</b>	7
<b>Competency Level</b>	2
<b>Salary</b>	£40,777 - £46,142
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not Required

## Job Evaluation Ref No

## Job Purpose

To lead the development and delivery of accessibility strategies across major culture and sports events in Liverpool and, where applicable, the Liverpool City Region. The Major Sports Events portfolio includes the stage 2 finish of the Tour de France, an inclusive multisport and culture festival and EURO 2028. The role will ensure that events are inclusive, accessible, and compliant with relevant legislation and best practice standards. The post holder will work within the Culture Liverpool team, collaborating with event organisers, governing bodies, cultural partners, and communities to create events that are welcoming and accessible for all, including people with disabilities and other access needs.



Merseyside & Cheshire LGBTIQA Chartermark

## **Directly Responsible For:**

On event sites, tactically responsible for supervision and briefings of contractors, operational staff & volunteers.

## **Directly Responsible To:**

Head of Major Sports Events

## **Main Areas of Responsibility:**

- Lead on accessibility strategy for cultural and sports events, ensuring alignment with Liverpool City Council's equality and inclusion commitments
- Embed accessibility considerations into event bidding, planning, and delivery, ensuring compliance with the Equality Act 2010 and other relevant standards
- Develop and implement accessibility audits and action plans for venues, transport, and event infrastructure
- Work with internal and external stakeholders to ensure diversity and inclusion are central to event delivery
- Monitor and report on accessibility KPIs, producing reports for funders, partners, and governing bodies
- Maintain a consistent approach to accessibility reporting and evaluation
- Support legacy planning to ensure long-term cultural and social benefits for disabled communities
- Act as Liverpool's accessibility advisor to event organisers, artists, athletes, and community partners
- Lead proactive engagement with disability representative groups and advocacy groups during the planning phase to identify potential barriers.
- Liaise with transport providers to ensure accessible transport provision at all events

- Gather feedback from attendees with disabilities, conduct a post-event review of accessibility, and produce a report on improvements.
- Support the wider Liverpool City Region Destination Management Partnership team and stakeholders in creating an accessible holistic vision for the region offering advice and developing cross sector interventions
- Ensure compliance with health and safety, licensing, and accessibility legislation
- Promote Liverpool's accessibility achievements through marketing, communications, and partnerships

## **Supervision and Management Responsibility:**

- Responsible for ensuring that delivery teams across Culture Liverpool meet consistent accessibility objectives. Supervise volunteers, contractors, and suppliers on site as required

## **Budget and Financial Responsibility:**

- Manage accessibility budgets and funding streams
- Monitor financial performance of accessibility initiatives, ensuring delivery within budget
- Explore funding and sponsorship opportunities for accessibility projects

## **Social Value Responsibility:**

- Ensure accessibility, diversity, and inclusion are embedded across all event planning
- Drive social value through inclusive initiatives, community engagement, and legacy programmes

- Work with partners to deliver measurable social, cultural, and accessibility impacts
- Devise and deliver against event accessibility policies – ensuring consistent reporting methods across all events

## Physical Demands of the Job:

- Outdoor work during event delivery periods
- Weekend and evening work required during event delivery

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Promote excellent customer service internally and externally
- Uphold equal opportunities and non-discriminatory practices
- Ensure compliance with health and safety legislation and codes of practice

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Degree or equivalent qualification in relevant disciplines or demonstrable experience in accessibility within events, arts, or sports (A,E,I)
- Accessibility accreditation or training (A,E,I)

### Desirable

- Project Management or Event Management training

## Experience

### Essential

- Experience of embedding accessibility in major event planning and delivery (A,E,I)
- Evidence of developing and maintaining relationships with stakeholders across arts, sports, and community sectors (A,E,I)
- Experience of managing accessibility budgets and reporting on KPIs (A,E,I)
- Operational experience of delivering inclusive practices across large-scale events (A,E,I)

## Skills/Abilities

### Desirable

- Strong project management and organisational skills
- Knowledge of accessibility legislation and inclusive procurement practices
- Effective communication skills, able to influence stakeholders and senior officers
- Analytical skills for monitoring and reporting accessibility metrics
- Negotiation and advocacy skills
- Ability to work under pressure and to tight deadlines

## Commitment

### Essential

- Commitment to delivering world-class accessible events that offers exemplary experiences for athletes, artists, spectators, and residents (A,E,I)

### Desirable

- Understanding of and personal commitment to the Vision and Values of Liverpool City Council