

# South East Integration Network



## Communications & Admin Officer - Person Specification

### Essential:

- commitment to the values & vision of SEIN
- familiarity with the south east of Glasgow
- excellent organisational skills
- excellent written communication skills
- excellent online communication skills (including use of social media)
- excellent IT skills
- experience of making information accessible
- good interpersonal skills
- able to work independently and as part of a small team
- ability to organise and prioritise workload
- willingness to participate in training as required by the SEIN Board

### Desirable:

- experience engaging with different cultural & faith practises & values
- experience of the voluntary sector
- experience of gathering & sharing information
- experience using social media for an organisation
- experience of writing blog & news content for websites
- familiarity with Wordpress
- experience of up-keeping a website & using google analytics
- experience of creating basic graphics and/or short videos
- experience of taking minutes
- knowledge & understanding of GDPR