

**Essential**

- Experience of creating/maintaining an organisational website;
- Experience of using social media including Facebook and Twitter for organisational purposes;
- Excellent written plain English displaying good spelling, grammar and sentence structure;
- Experience of proof reading and editing;
- Experience of designing posters, leaflets, powerpoint presentations, reports etc using up to date technology;
- Experience of using Excel and Access and be able to evidence a high level of IT skills to troubleshoot problems as well as instruct others in operation;
- Good understanding of data protection and experience of implementing GDPR;
- Experience of working collaboratively in a small team with the ability to support and educate colleagues in a positive, non-judgemental way;
- Experience of working independently and completing tasks to agreed timescales – being organised, self-motivated and able to use initiative appropriately;

**Desirable**

- Knowledge of charity trustee responsibilities and an understanding of being a Scottish Charitable Incorporated Organisation;
- Have a good understanding of Independent Advocacy and the difference between Individual Advocacy and Collective Advocacy.