

## Accessible Information Officer

### Person specification

Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience of delivering training either in person or virtually.</li> <li>• Experience of researching and producing information such as content for training or information guides.</li> <li>• Experience of working as part of a team, participating and contributing to team and organisation development</li> <li>• Experience of supporting and developing volunteers or staff</li> <li>• Experience of managing social media accounts and writing blogs.</li> <li>• Experience of website content management (WordPress).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in an information provision setting</li> <li>• Experience of creating statistics and monitoring and evaluating outcomes and progress</li> <li>• Marketing experience, including the design of publicity materials.</li> <li>• Experience of contributing to fundraising activities (grants and trusts applications and/or community fundraising events).</li> <li>• Experience of contributing towards the development of a service or in project management.</li> <li>• Experience of delivering presentations</li> <li>• Experience of general office admin; such as taking meeting notes, organising and arranging meetings, processing invoices, answering general enquiries.</li> <li>• Experience of working in the charity sector.</li> </ul>

### Personal attributes and skills

Essential
<ul style="list-style-type: none"> <li>• Strong interpersonal skills - the ability to network and build relationships with a wide range of individuals and groups</li> <li>• Organisation and planning – the ability to work in a logical, self-directed way to meet deadlines.</li> <li>• Strong communication skills – both verbal and written.</li> <li>• Computer literacy - MS office and online applications such as Wordpress and Survey Monkey.</li> <li>• Confident with technology - able to develop of understanding how assistive technology interacts with documents and websites.</li> <li>• An understanding of policies and best practice relating to equalities, disability or long term conditions and independent living.</li> <li>• An interest in, empathy and commitment to the work of Disability Information Scotland and the social model of disability.</li> </ul>