

# South East Integration Network



## Communications Assistant - Person Specification

### Essential:

- commitment to the values & vision of SEIN
- excellent organisational skills
- excellent written communication skills
- good understanding of making information accessible
- able to work independently and as part of a small team
- good IT skills & use of basic Microsoft packages

### Desirable:

- familiarity with the south east of Glasgow
- 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 Squarespace
- experience of up-keeping a website
- experience of creating basic graphics
- knowledge & understanding of GDPR