

South East Integration Network



Communications Officer - Person Specification

Essential:

- commitment to the vision & values of SEIN
- excellent written communication skills
- experience of writing newsletters and website content
- experience of the voluntary sector
- experience engaging with a variety of communities/demographics
- good interpersonal skills
- able to work collaboratively with others, as well as independently
- ability to organise and prioritise workload
- good IT skills

Desirable:

- familiarity with the south east of Glasgow
- experience of graphic design software such as Canva
- experience of website maintenance
- experience of using social media for an organisation