

## **Job Description Information Officer (c£17,000)**

**This post is funded by the Scottish Executive until March 2008**

### **Principle duties and responsibilities**

- Maintain resource library
- Research and collate information which may be of interest to deafblind people in necessary accessible formats.
- Make known the needs of deafblind people to information providers
- Publicise information services to deafblind user groups
- Research appropriate aids and equipment and build on the bank of equipment currently available for trial
- Prepare Board of Directors papers in accessible formats
- React to requests from members and others for information
- Be involved in the production of regular newsletters and the annual report.
- Maintain and update databases and prepare and maintain publicity and information literature
- Assist deafblind people develop the skills to access information, from a range of sources using of IT skills
- Assist other staff to use a variety of IT skills
- Other tasks as required by the Chief Executive
- Prepare monthly reports on the project,

### **Person specification**

The postholder will have:

- A professional approach to all aspects of work, reflected in attitude interpersonal skills and work output.
- A flexible attitude to work in keeping with working for a small charity serving disabled people.
- Excellent computer skills in Windows, Access, Excel, Publisher and Powerpoint
- Good written and report writing skills