



EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future

Dundee and Angus ADHD Support Group

Information and Administrative Officer

This post is being funded through the Aspiring Communities Fund (ACF) with support from the European Social Fund (ESF)

Information and Administration Officer

- **Organisation:** Dundee and Angus ADHD Support Group
- **Salary:** £11,960 p.a.
- **Salary info:** 20 hours per week. Fixed term until 30th November 2019. It is hoped that successful funding will allow the post to continue for a further 2 years
- **Status:** Part Time
- **Closing date:** 17th June 2019
- **Reference number:** ADHD 2
- **Location:** Dundee
- **Website:** www.adhddasupport.org

Role:

The Dundee and Angus ADHD Support Group is seeking an Information and Administration Officer to support and contribute to the work of the organisation

The Information officer will not only be responsible for storing, categorising and maintaining databases but will also be responsible for identifying and procuring information which will be used to create Information Packs for use by different groups of people e.g. children, teachers, health professionals etc.

The Administrative duties of the post will include providing secretarial support for the Project Director, managing agreed areas of financial operations and carrying out effective communications as required.

The individual will be innovative, imaginative, well organised and have good accounting skills.

Organisation profile:

The Dundee and Angus ADHD Support Group works with young people, parents, carers and professionals in the field of ADHD. **Our vision** is for professionals, parents, carers of children with ADHD to have guidance and support regarding ADHD. **Our goal** is to make our vision a reality, in order to ensure there is a better understanding on ADHD.

Application notes:

Application notes: To apply for this role, please send CV and letter with additional information

Alison Zerouk, ADHD Centre, Unit 15, Manhattan Works, Dundonald Street, Dundee, DD3 7PY or email to info@adhddasupport.org

The closing date for this post is 17.00 17th June 2019

Interviews w/c 24th June 2019

Downloads: [Job Description \(to be added\)](#)