



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)

Job Description

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.

Duties will include

- Providing administrative and financial support for Project Director
- Managing and maintaining databases, information catalogues and web resources
- Collecting relevant information and presenting it in appropriate ways
- Ensuring that the security, accessibility and quality of the information remains consistent
- Conducting information audits as required
- Communicating with external organisations, partners and others to receive relevant information for use by the organisation
- Working with other Group staff to provide accurate and relevant information on ADHD to others

Key Skills, Knowledge and Experience required

- Understanding of ADHD
- Good organisation skills and attention to detail
- Record keeping, database input
- Financial and accounting skills
- Communicates well and relays information in a timely manner
- Ability to present information in innovative and imaginative ways
- Media and IT skills including facebook, twitter, Instagram etc.
- Has a flexible approach to be able to work on several different areas at the same time and at times during unsocial hours
- Good time management and the ability to work under pressure

Education and Experience

At least 2 years experience in a professional administrative role with a degree of independent working along with information gathering and presentation as key abilities.