\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Description**

**Job title:** Information Officer

**Salary:** £26,999 pro rata (£21,599)

**Hours:** 28 hours per week

 *(possible secondment opportunity)*

**Place of work:** Caerphilly (remote home working currently due to Covid-19)

**Responsible to:** Policy and Programmes Manager

**Key relationships:** DW Staff Team, DW Board of Directors, DW Members, Stakeholders

**Contract:** Fixed Term Contract until 30th April 2021

 *(potential for extension subject to funding)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**An outline profile of the post:**

To produce information on a range of subjects including Covid-19, aimed at disabled people and other stakeholders; to develop effective relationships and referral pathways with relevant information and advice agencies.

**Job Responsibilities:**

* Research and produce a suite of factsheets / FAQs on information relevant to disabled people
* Respond to enquirers' requests using electronic and printed resources
* Identify credible sources of information, advice and advocacy
* Develop referral pathways to external organisation’s providing information and advice
* Monitor, analyse and store information for dissemination
* Contribute to other publications in order to promote the work of DW
* Ensure good communication with DW members through the provision of information
* Write and edit content for DW website and social media
* Work in line with the Social Model of Disability and promote its implementation

**General Duties**

* To undertake any other duties as required which are in keeping with the aims of the post.