# Scottish Commission for People with Learning Disabilities

# Job profile

**Role**: Administrative Assistant

**Responsible to:** Head of Business Development

**Salary:** £13,200per annum pro rata (FTE £22,000)

**Contract:** Permanent, Part-time 21 hours per week (FTE 35 hours)

**Annual Leave Entitlement**: 22.5 days (37 days pro rata)

**Location:** Hybrid working between SCLD’s Glasgow office and home working.

**SCLD’s Vision, Mission and Values**

SCLD’s Vision is of a fairer Scotland where people with learning/intellectual disabilities live full, safe, loving and equal lives.

Our Mission is to ensure that people with learning/intellectual disabilities have their human rights realised.

SCLD’s Values inform everything we do: we will continue to be respectful, inclusive, collaborative and pioneering.

**Purpose of the role**

To provide administrative support to the SCLD project team to enable the delivery of organisational priorities.

**Key Responsibilities**

* General admin support for the SCLD Staff Team
* Producing Accessible Communications to support organisational priorities
* Reception duties

**Desirable and Essential Skills**

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| **Skills** | **Essential** | **Desirable** |
| A high level of organisational ability | **Tick with solid fill** |  |
| Experience of prioritising competing demands | **Tick with solid fill** |  |
| Excellent communication skills both verbal and written | **Tick with solid fill** |  |
| Experience of creating accessible communication in formats including Easy Read, audio and video. |  | **Tick with solid fill** |
| Ability to work as both a member of the team and independently | **Tick with solid fill** |  |
| Proficient with Microsoft 365 Packages – Outlook, Word, Excel and PowerPoint, SharePoint, Forms, Teams and other packages like Adobe. | **Tick with solid fill** |  |
| Experience in setting online meetings using Microsoft Teams, Zoom Meetings and Zoom webinar. | **Tick with solid fill** |  |
| Experience of working with a Customer Relationship Management (CRM) |  | **Tick with solid fill** |

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| **Responsibilities** |
| First point of contact for the organisation |
| Welcome visitors |
| Call handling and signposting |
| Accurately recording enquiries |
| Meeting room set up and maintenance |
| Maintain an inventory and order office supplies as required |
| Provide secretariat support to the SCLD project team leads to support their priorities. |
| Schedule meetings and events as required and produce accessible communications support facilitation including agendas and minutes |
| Assist the Executive Support Officer as required |
| Provide secretariat support for any conferences or large meetings and events that SCLD deliver including Scottish Learning Disability Week. |
| Create accessible information in line with SCLD standards |
| Maintain SCLD’s CRM and contact databases |
| To ensure communications with people with learning disabilities are provided in the individual’s preferred format. |

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| **Personal development** |
| Update job knowledge and skills by participating in continuous professional development e.g. training, research, maintaining personal networks, and membership of relevant professional organisations. |

The above list is indicative and not exhaustive. The Admin Assistant is expected to carry out all such reasonable additional duties within the role as requested by the Chief Executive and Executive Team.

**Personal attributes expected of the successful candidate:**

* Embody the vision, mission and values of the organisation in all work
* Effective communicator
* Able to work under own initiative and as part of a team
* Ability to multitask and manage conflicting priorities
* Keen attention to detail and high level of accuracy