

Project Advisor Job Information



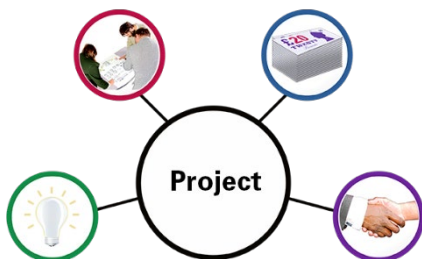
Scottish Commission for People with Learning Disabilities (SCLD) is looking for 2 **Project Advisors**.



Project Advisors work to make sure that people with learning disabilities are the centre of SCLD's work.

Project Advisors will work on different SCLD projects as needed. SCLD projects include:

- Expert Group
- Include for Good
- Digital Transformation
- Evidence Programme
- Consultations about changes to the law
- Scottish Learning Disability Week





You will work 35 hours a week.



You can work at home but you need to come to the office in Glasgow at least 2 days a week.



You will be paid £28,000 a year.



You will have 37 days holiday a year.

What experience do you need for this job?



You need experience of co-production with people with learning disabilities.



You need to be able to support people with learning disabilities to take part as individuals or in a group.



You need to be able to choose which tasks are most important to do first.



You need to be organised.



You need to have good speaking and writing skills.



You need to be able to work on your own and as a team.



You need good computer skills.



SCLD would really like if you have experience of helping people with learning disabilities contribute to policy and legislation.



It would be good if you are able to make easy read documents and accessible videos and audios.

What will you do?



You will build relationships with people with learning disabilities.



You will support people with learning disabilities to take part in all SCLD projects.



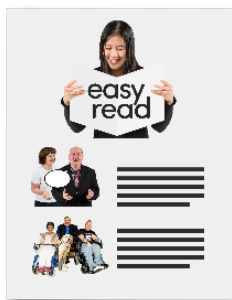
You will make sure people with learning disabilities are heard.



You will take difficult information and ideas and make them easy-to-understand.



You will work to make sure that people with learning disabilities from all backgrounds are included in SCLD's work.



You will make accessible agendas, minutes of meetings, reports and other documents.



You will plan and arrange online and face-to-face meetings.



You will make sure all venues and transport are accessible.



You will support Project Leads



You will go to meetings for SCLD as needed.



You will promote the rights of people with learning disabilities to other organisations.

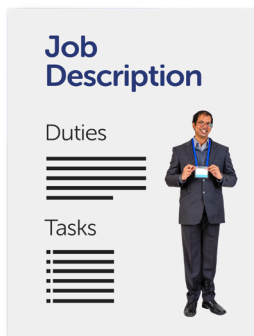


You might need to travel across Scotland using public transport.



You will do other tasks if asked by your manager.

How do you apply for this role?



You can find out more about this job in the job description.




Please read the job description before you start your application.



You need to fill in an application form.



Or you can send us a video of you answering the questions in the application form.



Please fill in this easy read form

Your name

Address

Phone

You also need to fill in an Equal Opportunities Form.



This form is to make sure everyone is treated fairly and given the same opportunities.



When you are finished, email recruitment@sclد.co.uk with your:

- the application form or video and
- equal opportunities form



Your application needs to be with SCLD by 9am Monday 22 July



If you have any questions about this job, please email

recruitment@sclد.co.uk or call 0141 248 3733