

Marketing and Communications Assistant Job Information



Scottish Commission for People with Learning Disabilities (SCLD) is looking a new **Marketing and Communications Assistant**.



SCLD needs someone who can help with our communications, website, and social media.



We need someone who can make SCLD's communication clear and accessible.



You will work 21 hours a week.



You can work at home but you need to come to the office in Glasgow at least 1 day a week.



You will be paid £13,200 a year.



You will have 22.5 days holiday a year.

What experience do you need for this job?



SCLD wants you to have experience of working in communications and marketing before.



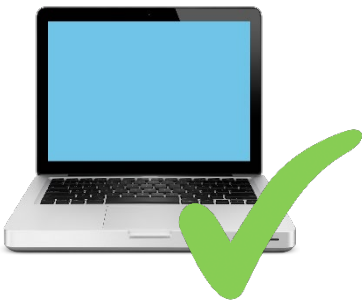
You need to be organised.



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 excellent computer skills.



You need to know how to use WordPress and other software.



SCLD really wants you to be able to make accessible documents like easy read, video and audio versions.

What will you do?



You will update the SCLD website.



You will design reports and documents.



You will write blogs, newsletters and press releases.



You will read SCLD's documents to make sure there are no mistakes.



You will use data to make our communications better.



You will write social media posts.



You will like and comment on social media posts to increase engagement.



You will help with fundraising and help build relationships with people who support SCLD.

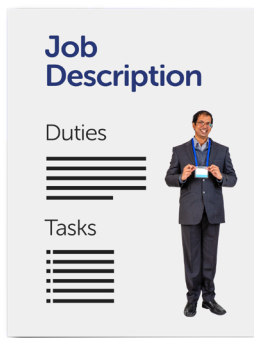


You will work with people with learning disabilities.



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 5pm Monday 22 July



If you have any questions about this
job, please email
recruitment@sclد.co.uk or call 0141
248 3733