



Scottish Commission for People with Learning Disabilities

Job Profile

Role: Project Adviser – Co-Production and Engagement

Responsible to: Project Lead

Salary: £28,000 per annum

Days and Hours: Monday to Friday full time or part-time considered.

Annual Leave Entitlement: 37 days pro rata

Contract: Permanent, full-time

Location: Hybrid working between SCLD's Glasgow Office and Homeworking.

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 work across SCLD's projects and operational activity to create opportunities for co-production, meaningful engagement, and participation to ensure that people with learning disabilities are central to SCLD's work.



- The post holder will work as part of the SCLD team to support a range of SCLD's projects and workstreams to meaningfully engage with people with learning disabilities including:
 - Expert advisory group
 - Include For Good Programme for change [Include For Good | Scottish Commission for Learning Disabilities](#)
 - Digital transformation
 - Evidence Programme
 - Consultation events around legislative reform
 - Scottish Learning Disability Week.
- The post holder will deliver co-production, participation, and engagement work with people with learning disabilities to ensure SCLD's co-production and engagement work continues to be sector leading.

Key Responsibilities

- To build on the successful co-production work with people with learning disabilities across SCLD's projects and operational activity.
- Ensuring SCLD's operational activity is underpinned by co-production with the meaningful, creative participation and engagement of people with learning disabilities.
- Work across a range of SCLD projects to support each project to meaningfully engage with people with learning disabilities.
- Meet the accessibility requirements for all group participants. This may be creating Easy Read information, video or audio files etc.



- Capacity building for all colleagues within SCLD to support the whole organisation to develop its skills and knowledge base in relation to co-production and engagement.
- Work in partnership with Scottish Government colleagues to ensure related legislation and policy consultations includes the voices of people with learning disabilities.



Desirable and essential skills

Skills	Essential	Desirable
Experience of co-production with people with learning disabilities	✓	
Experience in supporting people with learning disabilities to contribute individually and in group settings	✓	
Experience in supporting people with learning disabilities to contribute to legislation and policy		✓
A high level of organisational ability	✓	
Experience of prioritising competing demands	✓	
Excellent communication skills both verbal and written	✓	
Experience of creating accessible communication in formats including Easy Read, audio and video.		✓
Ability to work as both a member of the team and independently.	✓	
Proficient with Microsoft 365 Packages – Outlook, Word, Excel and PowerPoint	✓	
Experience in setting up and facilitating online meetings using Microsoft Teams, Zoom Meetings and Zoom webinar.		✓



Responsibilities

Work across SCLD's Projects for example:

- Include For Good,
- Expert Advisory Group
- Digital Transformation
- Scottish Learning Disability Week
- Evidence Programme

Building positive relationships with people with learning disabilities.

Support people with learning disabilities involvement across SCLD's work and projects.

Facilitating discussions which ensures everyone's voice is heard.

Break down complex information, ideas and concepts and present them in easy-to-understand formats.

Working with people with learning disabilities to create and prepare for the delivery of presentations.

Support people with learning disabilities to meaningfully contribute to Scottish Government Consultations.

To increase the demographic of people with learning disabilities who are engaged in SCLD's work.

Create accessible information to ensure people with learning disabilities have their information in their preferred format and in time to prepare for meetings e.g. Easy Read, Audio and Video.

Produce accessible agendas, actions, reports, and documents as required for a wide range of stakeholder groups.

Plan and set up online meetings using Microsoft Teams and Zoom, ensuring accessibility requirements are met.

Plan and set up face to face meetings, ensuring accessibility requirements are met.

In planning for meetings be proactive in ensuring all meeting venues are accessible, support individual travel plans, confirm attendances at meetings and manage any remuneration.

To develop in partnership with the Project Leads clear workplans.

Raise purchase orders for meeting room bookings, travel and accommodation.



Networks and Internal Communication
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Work closely with Programme Leads on their specific project requirements.

Represent the organisation externally as required, helping to build the capacity and visibility of people with learning disabilities.

Influence external stakeholders by promoting best practice in relation to engagement, participation, and co-production.

Attend SCLD Team meetings and project specific meetings.
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Flexibility to travel across Scotland using public transport.

Personal development

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



Personal attributes expected of the successful candidate:

- Embody the vision, mission and values of the organisation in all work
- Approachable
- Active listener
- Patient
- Empathic
- Demonstrate a commitment to Human Rights
- Effective communicator
- Able to work under own initiative
- Ability to multitask and manage conflicting priorities
- Flexibility

To carry out any other appropriate duties requested by the Project Leads and Head of Delivery.

The above list is indicative and not exhaustive. The Project Adviser is expected to carry out all such reasonable additional duties within the role.