



Scottish Commission for People with Learning Disabilities

Job profile

Role: Networks and Events Officer

Purpose: To provide the secretariat to support SCLD's national networks, contributes to the delivery of SCLD's programme of events and supporting delivery of the annual Scottish Learning Disability Week campaign.

SCLD's national networks include:

- Restraint Reduction Scotland
- PBS Community of Practice
- Gender-Based Violence and Women with Learning Disabilities steering group
- Housing Advisory Group

Responsible to: Head of Business Development

Salary: £28,000 pro rata per annum (FTE)

Hours: 21 hours per week Tuesday, Wednesday, Thursday with some flexibility required.

Contract: Permanent

Annual Leave Entitlement: 37 days pro rata

Location: Hybrid working between SCLD's Glasgow office and home working

Essential and Desirable Skills

Skills	Essential	Desirable
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A high level of organisational ability	✓	
Experience of prioritising competing demands to meet deadlines and to work on own initiative	✓	
Excellent communication skills, both verbal and written	✓	
Experience supporting the delivery of successful events (e.g. venue hire, liaising with speakers, and arranging travel and accommodation)	✓	
High standard of accuracy with close attention to detail	✓	
Experience of creating accessible communication in formats including Easy Read, audio and video.		✓
Experience of working with people with learning disabilities		✓
Ability to work as both a member of the team and independently	✓	
Proficient with Microsoft 365 Packages – Outlook, Word, Excel and PowerPoint, SharePoint, Forms, Teams and other packages like Adobe.	✓	
Experience in setting up and facilitating online meetings using Microsoft Teams, Zoom Meetings and Zoom webinar.	✓	
Experience of working with a Customer Relationship Management (CRM)		✓

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
- Ability to multitask and manage conflicting priorities
- Effective workload management
- Flexibility
- To carry out any other appropriate duties requested by line manager or executive team.

Responsibilities

Responsibilities
Provide full secretariat function and co-ordination of SCLD's national networks and events, including producing accessible agendas and minute taking, liaising with speakers, venue hire, arranging travel and accommodation, supporting with recording events.
Act as the first point of contact for networks, triaging enquiries via email and phone.
Responsible for stewardship and developing the membership journey
Ensuring that accessible information and communications with people with learning disabilities are provided in the individual's preferred format.
Ensure accessible information standards including Easy Read standards are applied to all relevant documents.
Creating and sending e-newsletters to members
Maintaining and updating records using CRM system
Supporting network leads to collect evaluation data and reporting.
Oversee and ensure smooth running of the team administration function
Line management – currently one direct report
Raise Purchase orders as required



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

Other reasonable tasks as required and mutually agreed with Line Manager
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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.

Find out more about SCLD and our work at www.sclد.org.uk

How to Apply

By email: recruitment@sclد.co.uk

Submit your completed application form and equal opportunities form to Closing Date: midnight, Monday 15 September 2025

Interviews: 22 and 23 September 2025, in person at SCLD office Glasgow

Applicants who are not shortlisted will be informed but unfortunately, no detailed feedback will be possible.

Further Information If you would like to discuss the role before applying please contact recruitment@sclد.co.uk