



Scottish Commission for People with Learning Disabilities

Job profile

Role: Administration and Compliance Officer

Purpose: To deliver the day-to-day management of the organisation and provide secretariat support to ensure effective governance and compliance.

Responsible to: Finance and Compliance Manager

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

Hours: 21 hours per week, flexible daytime working hours Monday to Friday.

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
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 charity governance function	✓	



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 designing new organisational policies and procedures	✓	
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

Responsibilities

Responsibilities



Support the Chief Executive and the Executive Team with the administrative governance requirements of the organisation
Provide a full secretariat function for SCLD Board and Sub-Committee meetings, including creating agendas, taking minutes, collating papers, and scheduling meetings
Act as the GDPR data officer and manage SCLD's CRM system ensuring robust records in line with GDPR
Act as the health and safety and compliance officer ensuring all policies and procedures are updated and comply with relevant legislation and guidance
Design new office systems to support operational efficiency and conduct staff training to ensure effective implementation
Liaise directly with all members of the executive team to support their priorities
Raise purchase orders for the executive team as required.
To ensure communications with people with learning disabilities are provided in the individual's preferred format
Reception duties including being the first point of contact for the organisation, welcoming guests, booking meeting rooms, managing mailboxes, call handling, signposting and accurately recording enquiries.
Other reasonable tasks as required and mutually agreed with Line Manager

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.sclld.org.uk

How to Apply

By email: recruitment@sclld.co.uk

Submit your completed application form and equal opportunities monitoring form by midnight, Monday 15 September 2025

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@sclld.co.uk