



# LOCHABER ACTION ON DISABILITY

*A Charitable Company Limited by Guarantee*

## **JOB VACANCY**

**Title of Job:** **DEVELOPMENT OFFICER / MANAGER**

**Salary:** **Depending on experience.**

**Hours:** **35 hours per week (7 hrs per day Mon – Fri)**

For the smooth and efficient functioning of the organisation a certain degree of flexibility is essential.

**Responsible to:** The Board

**Main purpose of the job:**

- \* The day-to-day running of LAD and its offshoots.
- \* To ensure that enquiries from clients are efficiently and courteously dealt with.
- \* To co-ordinate and care for office volunteers.
- \* To ensure that the office is kept clean and tidy.
- \* To ensure that all information is dealt with confidentially.
- \* Deal with all internal and external correspondence.
- \* Keep records of all incoming and outgoing telephone calls.
- \* To do filing and keep records.
- \* Computer work.
- \* Recruiting, training and building the existing core of volunteers.
- \* Daily / Weekly Data Inputting / Analysis
- \* Bookkeeping managing Cash Ledger and LAD payroll.
- \* Sourcing funding and preparing funding applications.
- \* Control of collection cans.
- \* Updating memberships.
- \* Completing Annual Insurance forms etc.
- \* Updating Information for Scotland (IAS).
- \* Updating Health & Safety for Office, Café and Craft Centre.
- \* Co-ordinate care for volunteers in the Café & Craft Centre.
- \* 3 Monthly reports to the Board.
- \* Quarterly Financial reports to the Board.

**Main duties:**

Liaising with the Accountant for preparation of year end accounts, submission to Companies House & OSCR.  
Arrangement of Board meetings and AGMs.

**NO CLOSING DATE :- WILL WAIT FOR THE RIGHT CANDIDATE.**

**PLEASE SEND CV TO [enquiries@lad.org.uk](mailto:enquiries@lad.org.uk)**

**Our organisation actively seeks equal opportunities for all**



INVESTOR IN PEOPLE

*Registered office-Caol Shopping Centre, Glenloy Street, Caol, FORT WILLIAM. PH33 7DB*

*Tel. . 01397 701171*

*E-mail [enquiries@lad.org.uk](mailto:enquiries@lad.org.uk)*

*Scottish Charity Number SCO22335*

*Company Number SC175303*