



Job Title: Senior Administrator

Salary: GCA Salary Grade 5 £21,565 - £23,661

Hours: Full Time - 35 hours per week (including Saturdays and evenings).

Flexible working, part-time hours, or job-sharing arrangements will be considered for the right candidate

GCA deliver services over 6 days per week

Role:

The Senior Administrator will carry out a range of administrative and IT- related tasks across the organisation. The Senior Administrator will deputise the Office Manager and will assist with the organisation and supervision of all administrative activities and will line manage administration staff and administration volunteers in their absence.

In addition, the Senior Administrator will support the Course Director and Course Tutors to implement all aspects of course delivery and provide a liaison contact for student enquiries. The Diploma in Integrative Counselling is 2-year course, credit rated at SCQF level 10 by the University of the West of Scotland, with initial validation from COSCA.

In return for choosing to work for GCA, the benefits you will receive are:

- Very generous annual leave entitlement: full time employees start with an annual leave entitlement of 37 days (inclusive of 12 bank holidays) which increases to 38 days after 2 years, 40 days after 5 years and 42 days after 10 years length of service.
- 5 duvet days where employees may take time off at short notice.
- Death in service policy of 2 times salary.
- Cycle to work scheme where employees can save money on a new bike and spread the cost.
- Training and development commitment to help employees perform to the best of their abilities.

Organisation Profile:

Glasgow Council on Alcohol (GCA) was founded in 1965 and is the oldest established Council on Alcohol in Scotland. GCA is a voluntary organisation working to reduce the harm caused by alcohol misuse through the provision of a range of high quality advice, information, counselling, support, prevention and education and training services.

For an application pack please head to our website <http://www.glasgowcouncilonalcohol.org/>. This advert can also be found on s1jobs.com and goodmoves.org.uk.

If you need the application form in an alternative format please contact Glasgow Council on Alcohol, 14

North Claremont Street, Glasgow G3 7LE Tel: 0141 353 1800 or e-mail us at recruitment@glasgowcouncilonalcohol.org.

Please note: A PVG membership will be required for this post. This will be arranged by Glasgow Council on Alcohol.

No CV's please, submit completed applications to: recruitment@glasgowcouncilonalcohol.org

STAGE IN PROCESS	TIMESCALE
Closing date for applications	Wednesday 8 th September 2021
Date of shortlisting meeting to select candidates for interview	Friday 10 th September 2021
Date of interviews	Monday 20 th September 2021
Date of appointment	ASAP