



Glasgow Council on Alcohol
2nd Floor, 14 North Claremont Street
Glasgow G3 7LE
0141 353 1800

JOB DESCRIPTION

Job Title: Course Tutor / Trainer

Location: Based within the GCA office in North Claremont Street, Glasgow / Hybrid

Salary: GCA Salary Grade AC8 £34,512 - £36,765 per annum (pro rata)

Job Type: Part-time - 52 hours per month - permanent

2 x vacancies – one role will involve working Monday evenings, the other will involve working one weekend per month (your preference will be discussed at interview)

We understand that many will have other commitments outside of work and so flexible working, part-time hours or job-sharing arrangements will be considered for the right candidate.

About Us:

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.

Our mission is to provide evidence-based support to individuals, communities and government to improve health and wellbeing across Scotland.

The foundation of GCA is our supportive and inclusive culture for all who engage and work with us.

GCA deliver services over 6 days per week and throughout Glasgow, East Dunbartonshire and East Renfrewshire.

About the Role:

The Diploma in Integrative Counselling is a COSCA Validated 2 year part time course. GCA is one of the founding COSCA members and adheres to the COSCA ethical framework for good practice in counselling, psychotherapy and counselling skills. The course requires tutors who are accredited by COSCA to Diploma level or committed to work towards accreditation. Tutors



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should be experienced Counsellors who are accredited with an appropriate professional body, or working towards accreditation (e.g., COSCA/BACP/UKCP).

The Course Tutor / Trainer will be embedded in one Diploma Class but will be expected to contribute to other classes when required and deliver COSCA skills courses and CPD training workshops when required.

Course Tutor / Trainers will be required to work evenings and weekends. Course Tutor / Trainers will also be assigned a specific class/cohort to work with.

Key Responsibilities:

- Facilitate learning; delivering lectures, tutorials, experiential groups, supervision and observed skills practice feedback.
- Contribute to the creation of Diploma Policies and Procedures, including maintenance and updating of the course handbook.
- Create learning plans and appropriate materials in relation to both the Diploma and other COSCA course or CPD
- Attend Team Meetings/ Liaise with other Course Tutor / Trainers about course content & materials
- Issue pre course reading to students at regular intervals
- Engage with students via the Moodle forum on the learning support platform
- Hold responsibility for student welfare, offering 1:1 session to the students for whom the tutor is nominated personal tutor
- Mark and cross mark allocated assignments and provide written feedback, via Moodle and Turnitin
- Respond to correspondence by students via Moodle/email and ensure emails are checked and responded to on a weekly basis
- Share responsibility for monitoring content on Moodle, ensuring it has been updated for the class and ensuring materials in a variety of format are uploaded
- Keep adequate records, for example attendance, 1:1 recording, skills observation feedback, assignment extensions requests etc
- Assess students for fitness to practice and offer professional references in relation to placement, endorsement to practice and COSCA membership
- Support the Monitoring and evaluation of training



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- Liaise with placement providers to ensure students can access opportunities in line with course requirements in liaison with the Lead Course Tutor
- Participate in the assessment interviews and intake of new students, liaising with the Head of Diploma and Training, Lead Course Tutors and Training Co-ordinator.
- Contribute to development of a CPD calendar, leading on aspects of planning and delivery
- Undertake any other duties as required by Head of Diploma and Training.

Qualifications and Experience :

- Diploma in Counselling/Psychotherapy
- Training qualification
- Accredited COSCA Diploma Trainer (or eligible to work towards this)
- Accredited COSCA/BACP/BABCP/UKCP
- Two Years Post qualified clinical experience
- Proven experience in education, training and delivering presentations.
- Proven experience in group working and enabling participation, partnership working preferable.

Skills and Competencies:

- Excellent interpersonal and written and verbal communication skills, with the ability to engage with groups of people across age ranges
- Presentation and team working skills
- Ability to develop and deliver a range of training programs and support resources
- Knowledge of addiction issues, Motivational interviewing and Alcohol Brief Intervention Techniques and Trauma and trauma informed approaches
- Commitment to working in line with GCA's values of collaboration, respect and empathy
- Ability to work proactively with strong self-direction and motivation.



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Why Join Us?

- Your work will contribute to make a real difference to people's lives.
- Competitive salary and benefits package :
 - Very generous annual leave entitlement: full time employees start with an annual leave entitlement of 37 days (inclusive of 12 bank holidays) which increases with length of service.
 - Duvet days where employees may take time off at short notice.
 - Death in service policy.
 - Cycle to work scheme where employees can save money on a new bike and spread the cost.
 - And much more!
- Opportunities for continuous learning and career development.
- A supportive and inclusive work environment where your contributions are valued.

Application Process:

Interested candidates are invited to apply by completing the online application form which can be found here :

<https://glasgowcouncilonalcohol.livevacancies.co.uk/#/job/details/3>

If you require our application form in another format, please contact HR@glasgowcouncilonalcohol.org

The following is the timescale for the process :

- Closing date for applications : 5pm Friday 2nd May 2025
- Shortlisting : Thursday 15th May 2025
- Date of interviews : Wednesday 28th May 2025
- Start date : August 2025



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Equal Opportunity Employer:

GCA is an Equal Opportunities Organisation. We are committed to treating all workers and job applicants fairly and equally, regardless of their sex, pregnancy and maternity, sexual orientation, religion or belief, marital / civil partnership status, age, race, disability or gender identity and expression or any other personal characteristic.



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Scotland's
Professional Body
for Counselling
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