



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

JOB DESCRIPTION

Job Title: Employment Advisor

Location: City wide but based with GCA office Based within GCA Office in North Claremont Street, Glasgow

Salary: GCA Salary Grade 6 £26,002 – £28.891 per annum (pro rata)

Job Type: Part-time – 21 hours per week – fixed term until end 31st March 2026

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.

Please note; GCA has a high percentage of female participants and due to the nature of the referrals we receive there is a genuine occupational requirement to ensure that we recruit a female Employment Advisor. This would be a claim from GCA as an exception under the Equality Act 2010.

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:

Elevate is one service with two routes to employability: Elevate Glasgow PSP and the Recovery Employability Service. This role is based within the Recovery Employability Service. The Recovery Employability Service is part of the Elevate Employability project within Glasgow

Council on Alcohol and the Employment Advisor will prepare participants for further training, education or work and support them through the job search, application and interview process; providing them with skills, motivation, and confidence to move into suitable sustainable employment.

Elevate Employability is a service which aims to support people in recovery from drug and/or alcohol use into volunteering, training, education and/or employment. We are delighted that we are now able to extend the service to include aftercare provision for those in work to include those affected by poor mental health or have experience of homelessness or the criminal justice service as well as those in recovery.

The Employment Advisor will make a real impact to individuals' day to day lives as they uniquely tailor their personal development, offer emotional and practical support and set realistic goals as part of their journey to employability opportunities.

Key Responsibilities:

- Deliver performance targets for supporting people who are in recovery to sustain their employment
- Use the Elevate-Glasgow team and wider partner agencies as a support network to develop a comprehensive support plan for each individual
- Provide personalised support assisting participants who are in recovery to find and sustain in work and provide information as well as advice and guidance on the job search, application, and interview process
- Provide support through a variety of activities including regular telephone contact, face to face meetings, virtual mediums, mentoring, job coaching and group activity.
- Assist participants in their search for employment which match participants' skills, experience and aspirations and in looking for opportunities to work towards longer term goals, such as supporting participants into training and/or education opportunities
- Deliver Job Clubs and employability training sessions
- Formulate action plans to assist participants to remove barriers to achieve their employment goals
- Providing quality support services to participants through effective planning, monitoring, evaluation and review of their requirements in partnership with them

- Meet contractual compliance
- Promote the unique, person centred ethos of Elevate Employability
- Prioritise workload to ensure a high quality, person-centred service to all participants
- Adhere to the implementation of risk management procedures (including child and adult safeguarding protocols) taking personal responsibility for keeping up to date on the requirements of these procedures
- Understand health and safety responsibilities
- Undertake any other duties as required by the Service Manager – Employability

Qualifications and Experience :

- Clean current UK Driving License and access to own car is desirable
- A qualification in Advice and Guidance or equivalent qualification is preferable
- Proven experience of working in the employability or voluntary sector
- Proven experience of interacting with individuals in a recovery or criminal justice or mental health or homelessness settings
- Proven ability to manage and support a caseload of clients to achieve targets for employment progression and track record of supporting people into find sustainable employment
- Proven experience in understanding the local labour market and knowledge and understanding of the issues faced by those in recovery in the job market
- Proven experience of supporting people to do CVs, application forms, job search, interview preparation, mock interviews and telephone interviews
- Proven experience of delivering employability training to groups and delivering Job Clubs
- Experience of using digital technology effectively essential with knowledge of I.T/ Computer Skills, Microsoft Office, and Zoom/Teams

Skills and Competencies:

- Be friendly, compassionate and naturally able to build relationships with individuals
- Excellent interpersonal and written and verbal communication skills, with the ability to engage with participants and build good relationships



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- Planning, organisation, and co-ordination skills
- Team working and networking skills
- Time management skills
- Ability to work on own initiative and remotely from line management
- Commitment to working in line with GCA's values of collaboration, respect, and empathy

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 8 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/#/applicant/8>

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



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The following is the timescale for the process :

- Closing date for applications : Friday 27th June
- Shortlisting : Monday 30th June
- Date of interviews : Tuesday 8th July
- Start date : ASAP

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.

