



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

JOB DESCRIPTION

Job Title: Young Person's Employment Advisor

Location: Based within GCA Office in North Claremont Street with travel throughout Glasgow City for service delivery.

Salary: GCA Salary Grade 6 £26,002 – £28,891 per annum

Job Type: Full-time 35 hours per week – fixed term until 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.

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:

Young Person Recovery Service is based within the Elevate Team. It provides diversionary work and promotes recovery for young people where drugs and alcohol have been a risk for them and promote pathways to employment, provide training, education and volunteering opportunities. The Young Person Recovery Service supports individuals to achieve positive destinations.



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This project is led by Glasgow Health & Social Care Partnership (GHSCP), National Health Service Greater Glasgow & Clyde (NHSGG&C) and Glasgow Alcohol and Drug Partnership (ADP), and delivered by GCA through Elevate.

The Young Person's 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 young 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 their skills, experience, aspirations assist 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
- Formulating 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 and prioritise workload to ensure a high quality, person-centred service to all participants
- Promote the unique, person centred ethos of Elevate Employability

- 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
- Understanding 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 and of interacting with individuals in a recovery or criminal justice or mental health or homelessness setting
- Proven ability to manage and support a caseload of clients to achieve targets for employment progression
- Proven track record of supporting people into find sustainable employment and experience in understanding the local labour market
- Proven 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 of 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:

- 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 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/#/applicant/11>

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

	<p align="center"><u>Glasgow Council on Alcohol</u> 2nd Floor, 14 North Claremont Street Glasgow G3 7LE 0141 353 1800</p>
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The following is the timescale for the process :

Closing date for applications :	Wednesday 16 th July 2025
Shortlisting :	Thursday 17 th July 2025
Date of interviews :	Thursday 7 th August 2025
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.

