



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

JOB DESCRIPTION

Job Title: Lead Course Tutor

Location: Based within GCA Office in North Claremont Street, Glasgow with hybrid working.

Salary: GCA Salary Grade AC 9 £37,333 – £41,951 per annum (pro rata)

Job Type: Part-time - 76 hours per month – permanent

Flexible hours but requires one evening per week (Monday) and one weekend per month (which includes Friday evening, Saturday and Sunday)

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) is an independent Scottish charity that works to reduce alcohol and drug-related harm at both individual and community levels. Established in 1965, GCA adopts a long-term, trauma-informed and asset-based approach to changing the culture around substance use. Its services are built on a person-centred, harm-reduction model, supporting people whether their goal is to reduce consumption or achieve abstinence.

GCA offers free, confidential counselling services for people concerned about their own or someone else's drinking. GCA delivers a range of interventions including groupwork and employability support as well as a number of holistic and inclusive services, such as a women's service for survivors of gender-based violence, young persons peer education service, LGBTQ+ health and wellbeing support and tailored wellbeing programmes.

GCA is also a recognised provider of professional development, offering a comprehensive training portfolio including education aimed at increasing awareness of alcohol use and promoting healthier lifestyles, COSCA Counselling Skills and a Diploma in Integrative Counselling and Psychotherapy.

GCA deliver services over 6 days per week and throughout Glasgow, East Dunbartonshire and East Renfrewshire, helping people make meaningful, positive change in their lives.

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

About the Role:

The Diploma in Integrative Counselling is 2-year course, credit rated at SCQF level 10 by the University of the West of Scotland, and validation from COSCA. 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 lead tutors who are accredited by COSCA to Diploma level or committed to work towards accreditation. Tutors should be experienced Counsellors who are accredited with an appropriate professional body, or working towards accreditation (e.g., COSCA/BACP/UKCP).

The Lead Course Tutor will have responsibility for two Diploma Courses, leading on one weekly class and one weekend class.

The Lead Course Tutor will be expected to contribute to a GCA CPD calendar, writing and delivering on content agreed with the Course Director.

The Lead Course Tutor will support the development, implementation, delivery and evaluation of the Diploma in Integrative Counselling.

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
- Attend Team Meetings/ Liaison with other Tutors about course content & materials
- Provide 1:1 line management supervision to Course Tutors
- Engage with students via the Moodle forum on the learning support platform
- Hold responsibility and oversight for student welfare, offering 1:1 session to the students for whom the Lead Course Tutor is nominated personal tutor
- Liaise with the Training Co-ordinator to ensure assignments are published throughout the year and to coordinate tutors input, allocating marking schedules and ensuring 1:1s are scheduled and carried out
- Mark and cross mark 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
- Take responsibility for monitoring content on Moodle, ensuring it has been updated across the different year groups 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 and have oversight of these records for other Course Tutors
- Assess students for fitness to practice and offer professional references in relation to placement, endorsement to practice and COSCA membership
- Lead on the Monitoring and evaluation of training
- Liaise with placement providers to ensure students can access opportunities in line with course requirements
- Liaise with key stakeholders, including external validators and assessors, COSCA and others when required
- Lead on the assessment and intake of new students, liaising with Head of Diploma and Training and Training Co-ordinator
- Contribute to development of a CPD calendar, leading on aspects of planning and delivery
- Implement GCA's values of Respect, Empathy and Collaboration
- Understand Health and Safety responsibilities
- Undertake any other duties as required by the 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, enabling participation and partnership working

Skills and Competencies:

- Excellent interpersonal and written and verbal communication skills, with the ability to engage with groups of people across age ranges
- Presentation skills with an ability to develop and deliver a range of training programs and support resources
- Team working skills
- Knowledge of addiction issues, Motivational Interviewing, Alcohol Brief Intervention and Trauma and Trauma informed approaches
- Proactive, self-directed and motivated
- 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.
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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/19>

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 :	Friday 8 th August 2025
Shortlisting :	Wednesday 13 th August 2025
Date of interviews :	Wednesday 20 th August 2025 or Wednesday 27 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.

