



**Glasgow Council on Alcohol**  
2<sup>nd</sup> Floor, 14 North Claremont Street  
Glasgow G3 7LE  
**0141 353 1800**

## **JOB DESCRIPTION**

**Job Title:** COSCA Trainer

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

**Salary:** GCA Salary Grade 6 £26,002 – £28,891 per annum (pro rata)

**Job Type:** Part-time - 5 hours per week – permanent

**Flexible hours but requires one evening per week (Thursday) for the course delivered over 40 weeks**

**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.

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### **About the Role:**

GCA delivers high quality COSCA Counselling skills certificate. The COSCA Trainer will be responsible for adapting and delivering the COSCA Certificate skills using the materials of GCA.

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### **Key Responsibilities:**

- Deliver COSCA-validated counselling training in accordance with the curriculum and guidelines.
  - Facilitate learning, adapt materials, experiential groups and observed skills practice feedback.
  - Assess learners' assignments, portfolios and practical counselling skills.
  - Provide feedback, guidance and support to students.
  - Maintain accurate records of attendance, progress and assessment.
  - Participate in standardisation and quality assurance processes.
  - Ensure training content aligns with COSCA's ethical framework and learning outcomes.
  - Marking and written feedback for assignments
  - Work collaboratively with co-trainers, assessors and administrative staff.
  - Attend regular training team meetings, 1:1 s with manager and contribute to course development.
  - Keep up to date with developments in the field of counselling and psychotherapy.
  - Attend trainings and meetings within GCA as required
  - Hold responsibility and oversight for student welfare
  - Implement GCA's values of Respect, Empathy and Collaboration
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### **Qualifications and Experience :**

- A minimum of a Diploma in Counselling/Psychotherapy (SCQF Level 10 or equivalent)
- Recognised COSCA Trainer accreditation
- Training qualification and / or Supervision qualification (e.g., Certificate in Supervision) preferred
- Substantial experience working as a practising counsellor
- Proven experience in working independently



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- Proven experience in group working and enabling participation
- Proven experience in delivering adult education or counselling training
- Experience with online / blended learning platforms and in curriculum design or course validation processes preferable
- Membership with a recognised professional body (e.g., COSCA, BACP, UKCP) preferable

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### **Skills and Competencies:**

- Excellent interpersonal and written and verbal communication skills
- Ability to present course content in ways which are accessible to different learning styles
- Enthusiasm for training people in counselling skills
- Team working skills
- Knowledge of Counselling Theory, Group Process and Trauma Informed practice in a training environment
- Familiarity with COSCA's training frameworks and ethical standards
- Self-directed and motivated
- Commitment to working in line with GCA's values of collaboration, respect and empathy

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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.



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- 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/20>

If you require our application form in another format, please contact [HR@glasgowcouncilonalcohol.org](mailto:HR@glasgowcouncilonalcohol.org)

The following is the timescale for the process :

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| <b>Closing date for applications :</b> | Monday 18 <sup>th</sup> August 2025  |
| <b>Shortlisting :</b>                  | Thursday 21 <sup>st</sup> August 2025  |
| <b>Date of interviews :</b>            | Wednesday 27 <sup>th</sup> August 2025 or Wednesday 3 <sup>rd</sup> September 2025 |
| <b>Start date :</b>                    | 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.

