



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

JOB DESCRIPTION

Job Title: Young Person's Recovery Coach

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

Salary: GCA Salary Grade 5 £22,932 - £24,951 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) 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:

Young Person Recovery Service is based within the Elevate Team. It will provide diversionary work and to promote 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. Young Person's Recovery Service will support individuals to achieve positive destinations.

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 Recovery Coach 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 towards accessing various employability opportunities.

Key Responsibilities:

- Be friendly, compassionate and naturally able to build relationships with individuals both in person and virtually
- Support participants to access the full range of provision within recovery services; maximising benefits and recovery capital towards sustained recovery
- Effectively and pro-actively signpost participants, where appropriate, to with a range of services including housing, DWP, Mental Health services, education and training providers to ensure adequate opportunities are available for the young person
- Support individuals in their pathway into employability opportunities through tailored plans, structured encouragement and offering practical support
- Support individuals on a weekly basis. This will include tasks such as ensuring they are undertaking the necessary experience/skills or learning/group work for their personal development by assisting them important appointments or placements
- Build and develop participants' personal assets, social networks and recovery capital (social, physical, human and cultural)
- Provide support through a variety of activities including regular telephone contact, face to face meetings, mentoring, virtual mediums and group activity
- Providing quality support services to participants through effective planning, monitoring, evaluation and review of their requirements in partnership with them

- Form productive working relationships as part of the multi-disciplinary team, namely GHSCP YP Team, external agencies and professionals, existing and new, to ensure that participants have access to a wide range of recovery and community resources
- Complete paperwork and promptly update the database on all interactions with participants as well as recording outcomes and progressions
- Deliver performance targets for supporting people
- 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 supporting individuals with alcohol and/or drug use
- Working knowledge and understanding of the impact that alcohol and/or drugs has on individuals, families, and their communities
- Proven experience of interacting with individuals in a recovery or criminal justice or mental health or homelessness or employability setting
- Proven experience of working with young people
- Proven ability to manage and support a caseload of clients to achieve targets for employment progression
- Knowledge of Safeguarding and Harm Reduction is desirable
- 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
- 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.
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	<p align="center">Glasgow Council on Alcohol 2nd Floor, 14 North Claremont Street Glasgow G3 7LE 0141 353 1800</p>
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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/#/applicant/23>

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 5 th September 2025 at 9am
Shortlisting :	Monday 8 th September 2025
Date of interviews :	Tuesday 16 th September 2025 or Thursday 17 th September 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.

