



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

## **JOB DESCRIPTION**

**Job Title:** Training & Development Officer

**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 - 21 hours per week over 3 days - Permanent

**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 several holistic and inclusive services, such as a women's service for survivors of gender-based violence, young person's 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 changes 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 a high-quality Training & Development programme for our staff and external clients. The Training & Development Officer will design, coordinate and deliver learning programmes for our staff, volunteers and external customers to enhance continuous professional development. You will work in close partnership with our wider management team to guarantee that the workforce is equipped with the essential skills and capabilities to continue to deliver an excellent service for clients and customers.

Alongside this internal focus, a responsibility for the Training & Development Officer will be to generate income for the organisation through the promotion, delivery and expansion of our training courses that focus on the charities Mission & Vision.

The Training & Development Officer will report to the Service Manager – Education & Development.

**This post requires a Protection of Vulnerable Groups (PVG) Scheme membership - successful applicants will be required to join the PVG Scheme.**

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### **Key Responsibilities:**

- Develop and deliver training materials and resources for internal staff, volunteers and external clients
- Organise and deliver an induction programme for staff and volunteers.
- Plan, coordinate and maintain an annual training calendar covering internal and external learning opportunities.
- Support services to develop and implement learning and development plans.
- Maintain accurate records of attendance, progress and evaluation.
- Monitor and report on training activity and performance against any KPI's.
- Take part in standardisation and quality assurance processes to maintain a high standard of training.
- Build and maintain partnerships with external organisations to increase training reach and impact.
- Promote and deliver external training to support business development and income generation.
- Keep up to date with sector developments, including the Scottish Governments Knowledge and Skills framework for alcohol and drugs workforce.
- Live and promote GCA's values of Respect, Empathy and Collaboration



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- Attend regular training, team meetings, 1:1's with manager and contribute to course development.
- Undertake any other duties as required by the Service Manager – Education & Development.

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### **Qualifications and Experience:**

- A recognised training qualification (e.g. SVQ3 Learning & Development, Training or Education) is desirable
- Experience of working in a Third Sector environment, particularly health, social care or community-based services
- Demonstratable experience of designing, delivering and evaluating training for learners.
- Experience of developing training materials for face to face, digital and blended learning environments.
- Experience of generating income through training delivery or supporting service sustainability is desirable.
- Knowledge of harm reduction principles with a focus on alcohol and other drugs is desirable.
- Proven ability to deliver presentations and workshops to a variety of audiences (internal staff, volunteers and external clients)
- A clean UK driving license and access to a car is desirable.

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### **Skills and Competencies:**

- Excellent interpersonal and written and verbal communication skills.
- Strong facilitation skills and an ability to create engaging and inclusive learning environments for diverse groups.
- Ability to translate subjects, such as Trauma Informed and Motivational Interviewing, into accessible and practical training content.
- Team working skills.

- Confident in using digital technologies, such as Microsoft Office packages, Zoom & Moodle Learning Management System.
- Knowledge of adult learning principles and group dynamics, including models such as Tuckman, Benne & Sheats, Maslow and VARK.
- 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.
  - 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/#/applicant/9>

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

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The following is the timescale for the process:

<b>Closing date for applications:</b>	Friday 26 <sup>th</sup> September 2025 5pm
<b>Shortlisting:</b>	Thursday 2 <sup>nd</sup> October 2025
<b>Date of interviews:</b>	Thursday 23 <sup>rd</sup> October 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.

