



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

JOB DESCRIPTION

Job Title: Alcohol Counsellor

Location: Based within GCA's Head Office in North Claremont Street with possible travel throughout Glasgow City for service delivery

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

Hours: Part-time - 13 hours per week – permanent

Working pattern – 1:00pm to 9:00pm Tuesdays 1-9pm and 10:00am to 4:30 pm Wednesdays.

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 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 change in their lives.



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

About the Role:

The role of the alcohol counsellor is to provide a counselling, advice and information service for individuals aged 16 and over with their own problematic alcohol use or to those affected by other people's problematic alcohol use

The Alcohol Counsellor will report to the Service Manager - Counselling

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

Key Responsibilities of the Alcohol Counsellor:

- Contribute to GCA meeting the national waiting times target for addiction services of referral to treatment in three weeks or less. Ensuring high quality assessments and alcohol counselling to individuals following GCA's integrative counselling approach.
- Ensure all paperwork is completed accurately and professionally and work with the admin team to ensure that the alcohol counselling database and reports are kept accurate and up to date.
- Attend regular practice supervision and line management meetings, and participate in appropriate meetings and training opportunities, ensuring the minimum required CPD is completed.
- Adhere to the ethical frameworks of the appropriate governing body (COSCA) and follow organisational policies and procedures, including health and safety.
- Produce accurate and quality case studies of alcohol counselling clients for reports and training.
- Contribute to the daily running of North Claremont Street Office by answering the phone in a professional manner, taking referrals for services and messages for colleagues, covering scheduled appointments if required, and speaking with clients who contact the Alcohol Counselling Helpline.
- Undertaking any other duties as required by the Service Manager – Counselling.

Qualifications and Experience:

- Obtained a qualification in counselling, ideally with post-qualified counselling experience.

- Training in Alcohol and/or addiction field or experience working in alcohol and/or addiction fields. With proven knowledge of issues faced by adults with problematic alcohol use, with a harm-reduction approach to alcohol issues.
- Demonstrate experience of inter-agency working and working in community settings to be able to provide a high standard of support to clients alongside different services.

Skills and Competencies:

- Demonstrate excellent written and verbal communication skills, with the ability to empathise with a broad range of individuals and experiences.
- Proven ability to empower individuals to change with a non-judgemental approach.
- Ability to self-motivate and work proactively, managing own diaries and appointments, whilst maintaining resilience and capacity when working with complex client issues.
- Commitment to working in line with GCA's values of collaboration, respect and empathy.
- Demonstratable alignment with the Core Conditions for a counsellor.

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/28>

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 31 st October 2025 at 5pm
Shortlisting:	Monday 3 rd November 2025
Date of interviews:	Wednesday 19 th November 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.

