



**Murray's Initiative**  
2<sup>nd</sup> Floor, 14 North Claremont Street  
Glasgow G3 7LE  
**0141 353 1800**

## **JOB DESCRIPTION**

**Job Title: Lead Course Tutor**

**Location: Based within Murray's Initiative's Head Office in North Claremont Street, Glasgow with hybrid working**

**Salary: Starting Salary £37,333 per annum (pro rata)**

**Hours: 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:**

Murray's Initiative (formally known as Glasgow Council on Alcohol) is an independent Scottish charity that works to reduce alcohol and drug-related harm at both individual and community levels. Established in 1965, Murray's Initiative 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.

Murray's Initiative offers free, confidential counselling services for people concerned about their own or someone else's drinking. Murray's Initiative 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.

Murray's Initiative 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.



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Murray's Initiative 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 Murray's Initiative is our supportive and inclusive culture for all who engage and work with us.

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#### **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. Murray's Initiative 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 Murray's Initiative CPD calendar, writing and delivering on content agreed with the Head of Diploma and Training. The Lead Course Tutor will support the development, implementation, delivery and evaluation of the Diploma in Integrative Counselling.

The Lead Tutor will report to the Head of Diploma and Training.

**This post requires membership of the Protection of Vulnerable Groups (PVG) Scheme for protected adults. Successful applicants will be required to join the PVG Scheme.**

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#### **Key Responsibilities of the Lead Course Tutor:**

- Facilitate learning; create learning plans, materials 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



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- Attend team meetings and Provide 1:1 line management supervision to Course Tutors
- Engage with students via the Moodle forum on the learning support platform and Hold responsibility and oversight for student welfare, offering 1:1 session to the students for whom the Lead Course Tutor is nominated personal tutor
- 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
- Liaise with placement providers to ensure students can access opportunities in line with course requirements and with key stakeholders as necessary
- 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 (or eligible to work towards this)
- Two Years Post qualified clinical experience
- Proven experience in education, training and delivering presentations
- Proven experience in group working, enabling participation and partnership working

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#### **Skills and Competencies:**



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- 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 Murray's Initiative'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:**

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Interested candidates are invited to apply by completing the online application form which can be found here :

<https://murrays.livevacancies.co.uk/#/job/details/54>

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

The following is the timescale for the process :

<b>Closing date for applications:</b>	Monday the 27 <sup>th</sup> July 2026 5pm
<b>Shortlisting:</b>	Wednesday 29 <sup>th</sup> July 2026
<b>Date of interviews:</b>	Wednesday 5 <sup>th</sup> August 2026
<b>Start date:</b>	ASAP

**Equal Opportunity Employer:**

Murray's Initiative 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.

