

Glasgow Council on Alcohol



Role: Course Director

Location: 14 North Claremont Street, Glasgow G3 7LE

Reporting To: CEO

Rate: £45,000 pro rata

Hours: 14-20 hours per week, negotiable

Glasgow Council on Alcohol (GCA) is a third sector volunteer led organisation which works with individuals, families and communities to promote health and wellbeing. We offer direct support for people to abstain from alcohol or reduce their alcohol consumption. We provide training, education and work with other agencies and communities to achieve our main aim of reducing harm caused by alcohol and drugs. We currently have over 60 volunteers and over 50 staff, all dedicated to the success of the agency. GCA is proud to be the oldest organisational member of COSCA and as such abides by the Statement of Ethics and Code of Practice.

COSCA

GCA has been delivering accredited training for over 30 years. GCA was the first organisational member of COSCA, a relationship which has grown over the years to include a range of training opportunities in this time. GCA adheres to the COSCA Statement of Ethics and Code of Practice.

Currently GCA delivers the following training courses;

- COSCA Counselling Supervision
- COSCA Counselling Skills
- COSCA Group Counselling Skills
- COSCA Further Steps in Counselling
- COSCA SACC Advanced Alcohol Course

These are only a few of the wide range of training courses and opportunities available.

COURSE DIRECTOR

GCA are looking to attract an experienced Course Director to write and deliver the GCA Integrative Diploma in Psychotherapy. This course has been submitted to COSCA's validation panel and it is expected to receive initial pre validation in May 2019. The goal is to commence the course at the end of September 2019.

MAIN FUNCTION / RESPONSIBILITY:

The Course Director will write, develop, coordinate, deliver and evaluate the GCA Integrative Diploma in Psychotherapy. The duration of the course will be 400 hours over two years.

REPORTING RELATIONSHIPS:

The Course Director reports to the CEO and the Quality and Ethics Committee of GCA. The Director will oversee the line management of the course tutors.

KEY RESULT AREAS:

- To create the Diploma training pack
- To support and work with course tutors in the delivery of the Diploma
- Promote consistent practice and standards in relation to the Diploma
- Assign coursework learning outcomes, essays and learning log development for students
- To support the training department in all aspects of internal and external GCA training
- Monitor and evaluate all training
- Gain full validation from COSCA on the Pre Validated Diploma Course

MAIN DUTIES

- Support course tutors and volunteers to develop their knowledge and skills
- To prepare all materials and handouts for the Diploma
- Support and develop GCA wider training strategy
- To participate fully as a member of the GCA team
- Record and maintain data using the systems in place
- To provide reports as per agreed schedules
- Maintain own CPD
- Liaise closely with GCA team leaders and managers to identify gaps in training
- Maintain professional membership of COSCA/BACP/BABCP/UKCP as required
- Liaise closely with other statutory, voluntary and community organisations as appropriate in the carrying out of these duties
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Additionally the individual will be required to hold a PVG registration.

PERSON SPECIFICATION

E = Essential D = Desirable

QUALIFICATIONS

- Diploma in Counselling/Psychotherapy (E)
- Accredited Trainer (E)
- Accredited Practitioner (E)

SKILLS

- Excellent written and verbal communication skills (E)
- Good interpersonal skills (E)
- Planning and co-ordination skills (E)
- Ability to engage with groups of people across age ranges (E)
- Presentation skills (E)
- Ability to develop and deliver a range of training programmes and support resources (E)
- Team working skills (E)

EXPERIENCE OF

- Working in a learning environment (E)
- Clinical Practice (E)
- Qualification Development (D)
- Lesson planning (D)
- Addictions related issues (D)
- Partnership working (E)
- Enabling participation (D)

KNOWLEDGE OF

- Alcohol and drug prevention issues (D)
- Trauma and trauma informed approaches (D)
- Adverse Childhood Experiences (D)

PERSONAL ATTRIBUTES

- Ability to establish and maintain respectful relationships (E)
- Proactive (E)
- Self-motivating and motivated (E)
- Proactive Time Management (E)

HOW TO APPLY

To apply, please submit CV and a covering letter which outlines how you meet the person specification and why you are interested in this opportunity, to Gary Meek CEO to recruitment@glasgowcouncilonlcohol.org.

Should you wish to have an informal discussion about the role please email to arrange a telephone appointment.

Closing date for applications: Friday 26th April 2019

STAGE IN PROCESS	TIMESCALE
Closing date for applications	Friday 26 th April 2019
Date of shortlist meeting to select candidates for interview	Wednesday 1 st May 2019
Date of interviews	Tuesday 7 th May 2019
Date for feedback for candidates selected for interview	Monday 13 th May 2019
Date of appointment	TBC

N.B If you have not received a phone call/email inviting to interview by 5pm on Thursday 2nd May 2019 your application has not been successful.

Contact Information

Gary Meek - Tel: 0141 353 1800

2nd Floor
14 North Claremont Street
Glasgow
G3 7LE
Ref: CD/0419

Closing date: 26-Apr-2019