



**Job Title:** HR Manager (Maternity Cover)

**Salary:** GCA Salary Grade 8 £30,947 - £33,595 (pro rata)

**Hours:** Part-Time - 21 hours per week (3 days)  
This is a fixed term post (from September 2021 until November 2022). Blended working arrangement opportunity.

**Flexible working, part-time hours, or job-sharing arrangements will be considered for the right candidate**

**GCA deliver services over 6 days per week**

**Role:**

The HR Manager (Maternity Cover) will be accountable for HR systems, policies, contracts and other documentation, employment law compliance and fostering company culture.

**In return for choosing to work for GCA, the benefits you will receive are:**

- Very generous annual leave entitlement: full time employees start with an annual leave entitlement of 37 days (inclusive of 12 bank holidays) which increases to 38 days after 2 years, 40 days after 5 years and 42 days after 10 years length of service.
- 5 duvet days where employees may take time off at short notice.
- Death in service policy of 2 times salary.
- Cycle to work scheme where employees can save money on a new bike and spread the cost.
- Training and development commitment to help employees perform to the best of their abilities.

**Organisation Profile:**

Glasgow Council on Alcohol (GCA) was founded in 1965 and is the oldest established Council on Alcohol in Scotland. GCA is a voluntary organisation working to reduce the harm caused by alcohol misuse through the provision of a range of high quality advice, information, counselling, support, prevention and education and training services.

For an application pack please head to our website <http://www.glasgowcouncilonalcohol.org/>. This advert can also be found on s1jobs.com and goodmoves.org.uk.

If you need the application form in an alternative format please contact Glasgow Council on Alcohol, 14 North Claremont Street, Glasgow G3 7LE Tel: 0141 353 1800 or e-mail us at [recruitment@glasgowcouncilonalcohol.org](mailto:recruitment@glasgowcouncilonalcohol.org).

Please note: A PVG membership will be required for this post. This will be arranged by Glasgow Council on Alcohol.

**No CV's please, submit completed applications to: [recruitment@glasgowcouncilonalcohol.org](mailto:recruitment@glasgowcouncilonalcohol.org)**

<b>STAGE IN PROCESS</b>	<b>TIMESCALE</b>
Closing date for applications	Wednesday 11 <sup>th</sup> August 2021
Date of shortlisting meeting to select candidates for interview	Thursday 12 <sup>th</sup> August 2021
Date of interviews	Wednesday 18 <sup>th</sup> August 2021
Date of appointment	September 2021