



Glasgow Council on Alcohol

14 North Claremont Street,

Glasgow G3 7LE

0141 353 1800

JOB DESCRIPTION

JOB TITLE: Course Tutor

SALARY: £21840 Pro Rata

HOURS: Flexible: minimum commitment of 36 hours per month required including evenings and training weekends.

MAIN FUNCTION / RESPONSIBILITY:

The Course Tutor will support the development, implementation, delivery and evaluation of our newly established Diploma in Integrative Counselling and Psychotherapy course. The Tutor will work alongside the Course Director, assisting to develop and deliver all aspects of the course.

REPORTING RELATIONSHIPS: The Tutor reports to the Course Director

KEY RESULT AREAS:

- To support in the creation of the Diploma training pack
- To support and work with students on the Diploma, delivering training weekends and assessing students' progress
- Promote consistent practice and standards in relation to the diploma
- Support the progress of coursework learning outcomes, essays and learning log development for students
- To support the GCA Continuous Personal Development Calendar
- To deliver training within the Health at Work Strategy
- To support the training department in all aspects of internal and external GCA training
- Support the organisation to implement and develop GCA as an accredited training center (SVQ, ILA, SQA)
- Monitor and evaluate all training
- Support GCA to gain full validation from COSCA on the Pre Validated Diploma Course

MAIN DUTIES

- Support students 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 and to contribute to its development.
- Record and maintain data using the systems in place.
- To provide reports as per agreed schedules
- Maintain own CPD
- Maintain professional membership of COSCA/BACP/BACP/UKCP as required
- Liaise closely with other statutory, voluntary and community organisations as appropriate in the carrying out of these duties
- Liaise closely with GCA team leaders and managers to identify gaps in training

PERSON SPECIFICATION

E = Essential D = Desirable

QUALIFICATIONS

- Diploma in Counselling/Psychotherapy E
- Training qualification E
- Accredited COSCA Diploma Trainer (or eligible to work towards this) E
- Accredited COSCA/BACP/BABCP/UKCP Membership E

SKILLS

- Good written and verbal communication skills E
- Good interpersonal skills E
- Two Years Post qualified clinical experience 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

- Group working D
- Education, training and delivering presentations E
- Addictions E
- partnership working E
- Enabling participation E

KNOWLEDGE OF

- Addiction issues D
- Motivational interviewing and Alcohol Brief Intervention techniques D
- Trauma and trauma informed approaches D

PERSONAL ATTRIBUTES

- Proactive E
- Self-directed E
- Motivated E