



**Glasgow Council on Alcohol**  
2<sup>nd</sup> Floor, 14 North Claremont Street  
Glasgow G3 7LE  
**0141 353 1800**

## **JOB DESCRIPTION**

**Job Title:** Employability Support Worker

**Location:** Based within GCA Office in North Claremont Street with travel throughout Glasgow City, East Renfrewshire, East Dunbartonshire and South Lanarkshire for service delivery.

**Salary:** GCA Salary Grade 5 £22,932 - £24,951 per annum (pro rata)

**Job Type:** Part-time – 28 hours per week – fixed term until end of March 2027

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.

Please note; GCA has a high percentage of female participants and due to the nature of the referrals we receive there is a genuine occupational requirement to ensure that we recruit a female Employability Support Worker. This would be a claim from GCA as an exception under the Equality Act 2010.

### **About Us:**

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.

Our mission is to provide evidence-based support to individuals, communities and government to improve health and wellbeing across Scotland.

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

GCA deliver services over 6 days per week and throughout Glasgow, East Dunbartonshire and East Renfrewshire.

---

### **About the Role:**

Elevate is one service with two routes to employability: Elevate Glasgow PSP and the Recovery Employability Service. This role is based within the Elevate Glasgow PSP team.

The Elevate PSP team work with those in the earlier stages of their employability journey working on building up confidence, training, education and volunteering. Elevate offer a person-centred approach to individuals in their employability journey. This team are also often out in the community networking with our partners within the drug and alcohol sector.

Elevate is an employability service for people in recovery from drugs and/or alcohol. We are delighted that we are now able to extend the service to include aftercare provision for those in work to include those affected by poor mental health or have experience of homelessness or the criminal justice service as well as those in recovery.

The Employability Support Worker will make a real impact to individuals' day to day lives as they uniquely tailor their personal development, offer emotional and practical support and set realistic goals as part of their journey to employability opportunities.

---

### **Key Responsibilities:**

- Use the Elevate-Glasgow team and wider PSP partner agencies as a support network to develop a comprehensive support plan for each individual
- Support individuals in their pathway into employability opportunities through tailored plans, structured encouragement and offering practical support
- Support individuals on a weekly basis, where required
- Provide support through a variety of activities including regular telephone contact, face to face meetings, mentoring, virtual mediums and group activities
- Provide quality support services to participants through effective planning, monitoring, evaluation and review of their requirements in partnership with them
- Formulate action plans to assist participants to remove barriers to gain employability skills and achieve employment goals
- Complete paperwork and promptly update the database on all interactions with participants as well as recording outcomes and progressions
- Deliver performance targets for supporting people to gain employability skills and employment goals
- Promote the unique, person centred work being developed by Elevate-Glasgow PSP
- Meet contractual compliance
- Prioritise workload to ensure a high quality, person-centred service to all participants
- Adhere to the implementation of risk management procedures (including child and adult safeguarding protocols) taking personal responsibility for keeping up to date on the requirements of these procedures

- Understanding health and safety responsibilities
  - Undertake any other duties as required by the Service Manager – Employability
- 

### **Qualifications and Experience :**

- Clean current UK Driving License and access to own car is desirable
  - A qualification in Advice and Guidance or equivalent qualification is preferable
  - Proven experience of working in the employability or voluntary sector
  - Proven experience of interacting with individuals in a recovery, criminal justice, mental health or homelessness settings
  - Proven ability to manage and support a caseload of clients to achieve targets for employment progression
  - Experience of using digital technology effectively essential with knowledge of I.T/ Computer Skills, Microsoft Office and Zoom/Teams
- 

### **Skills and Competencies:**

- Excellent interpersonal and written and verbal communication skills
  - Be friendly, compassionate and naturally able to build relationships with individuals both in person and virtually
  - Planning, organisation and co-ordination skills
  - Team working and networking skills
  - Time management skills
  - Ability to work on own initiative and remotely from line management
  - Commitment to working in line with GCA's values of collaboration, respect and empathy
- 

### **Why Join Us?**

- Your work will contribute to make a real difference to people's lives.



**Glasgow Council on Alcohol**  
2<sup>nd</sup> Floor, 14 North Claremont Street  
Glasgow G3 7LE  
**0141 353 1800**

- 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.

---

#### **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/7>

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

The following is the timescale for the process :

- Closing date for applications : 5pm Friday 13<sup>th</sup> June 2025
- Shortlisting : Monday 16<sup>th</sup> June 2025
- Date of interviews : Tuesday 24<sup>th</sup> June 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.



**Glasgow Council on Alcohol**  
2<sup>nd</sup> Floor, 14 North Claremont Street  
Glasgow G3 7LE  
**0141 353 1800**

