Murray's Initiative
2nd Floor, 14 North Claremont Street
Glasgow G3 7LE
0141 353 1800

JOB DESCRIPTION

Job Title: **In Work Employment Advisor – Recovery Employability Service**

Location: **[Based within Murray's Initiative's Head Office in North Claremont Street with travel throughout Glasgow City for service delivery]**

Salary: **Starting Salary £26,002 (pro rata)**

Hours: **Part-time - 32 hours per week including two evenings per week and occasional Saturdays – Fixed term until 31st July 2028**

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 (formerly 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.

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.

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

About the Role:

The In Work Employment Advisor will provide tailored support to individuals in recovery from drugs and/or alcohol who are in employment, helping them to sustain and progress within work. The role involves delivering one-to-one guidance, identifying and addressing barriers to employment retention, supporting career development and liaising with employers and partner agencies to ensure participants achieve positive and sustainable employment outcomes.

The In Work Employment Advisor will report to the Service Manager – Employability.

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.

Key Responsibilities of the In Work Employment Advisor:

As an In Work Employment Advisor, you will be expected to demonstrate how you can make a positive impact on the lives of individuals entering and sustaining employment through the following responsibilities:

- Manage a caseload of participants, providing tailored support to help individuals sustain employment and achieve their personal and professional goals
- Deliver one-to-one in-work support, coaching and guidance to identify and address barriers that may impact job retention, progression and wellbeing
- Develop and maintain effective support plans, ensuring interventions are person centred, outcome-focused and responsive to participant needs
- Build positive relationships with employers to support successful job outcomes, encourage workplace retention and identify opportunities for career progression
- Monitor participant progress and proactively intervene where challenges arise, helping individuals remain engaged and successful in employment
- Maintain accurate and timely records, ensuring all participant activity, outcomes and evidence are recorded in line with organisational and funder requirements
- Work collaboratively with colleagues, employers and external partner organisations to coordinate support and maximise positive outcomes for participants

- Contribute to the achievement of service targets, contractual outcomes and quality standards through effective planning, delivery and continuous improvement
- Promote the service within the community and with referral partners, supporting engagement, participation and awareness of available employability support
- Uphold organisational values, safeguarding responsibilities, equality, diversity and inclusion principles and all relevant policies and procedures
- Undertake any other duties as required by the Service Manager – Employability.

Qualifications and Experience:

We recognise that people gain valuable knowledge and expertise through a range of professional, educational and lived experiences. When applying, we encourage you to demonstrate how your qualifications and experience have prepared you to make a positive impact in this role.

- A relevant qualification in employability, guidance, coaching or a related field would be advantageous, although equivalent experience and transferable skills are equally valued
- Experience of supporting individuals to achieve positive outcomes within employability, recruitment, education, training, health, social care, community development or similar sectors, with the ability to build trust and maintain positive professional relationships
- Experience of providing one-to-one support, coaching or mentoring to individuals with varying needs, helping them to overcome barriers and achieve agreed goals
- Experience of managing a caseload and balancing competing priorities while maintaining accurate records and delivering high-quality support
- Experience of working collaboratively with employers, referral agencies, community partners or other stakeholders to improve opportunities and outcomes for individuals.
- Experience of monitoring progress, evidencing outcomes and working towards service targets, performance measures or contractual requirements
- Knowledge of alcohol and drug recovery and the additional barriers to sustaining employment that these can bring

Skills and Competencies:

- We are looking for someone who can demonstrate a combination of strong interpersonal skills, organisational ability and a commitment to supporting people to succeed in employment
- Ability to build positive relationships with employers and liaise on behalf of clients to support workplace wellbeing, retention and positive outcomes
- Ability to provide advocacy and mediation support to help clients address workplace challenges and improve communication with employers
- Able to support clients to identify opportunities for career progression, role changes or alternative employment pathways, with an understanding of workplace rights and good employment practices
- Strong communication and relationship-building skills, with the ability to engage, motivate and support individuals from diverse backgrounds
- Understanding of drug and alcohol recovery, person centred and trauma informed approaches
- The ability to work proactively and independently, while contributing positively to a collaborative team environment and supporting shared organisational objectives
- Demonstrable skills in problem-solving, decision-making and identifying practical solutions to challenges that may affect an individual's ability to sustain employment
- Strong organisational and time-management skills, with the ability to manage competing demands, prioritise workloads and maintain attention to detail
- Confidence in using digital systems and Microsoft Office applications to record information, monitor performance and produce accurate reports
- A commitment to safeguarding, equality, diversity and inclusion, alongside the ability to work in a respectful, professional and person-centred manner
- A positive, resilient and adaptable approach, with a genuine passion for supporting individuals to build confidence, sustain employment and achieve their long-term aspirations
- A commitment to continuous learning and professional development, with a willingness to develop knowledge and skills that enhance service delivery and participant outcomes

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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.

Application Process:

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

https://murrays.livevacancies.co.uk/#/job/details/69

If you require our application form in another format, please contact HR@murrays.scot

The following is the timescale for the process :

Closing date for applications:	Tuesday 5th January 2027
Shortlisting:	Thursday 7th January 2027
Date of interviews:	Friday 22nd January 2027
Start date:	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.

