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

JOB DESCRIPTION

Job Title: **RES Employment Advisor**

Location: **Based within Murray's Initiative's Head Office in North Claremont Street**

Salary: **Salary Grade 6 [£26, 002 – £28, 891 per annum (pro rata)]**

Hours: **Part-time - 21 hours per week – Fixed term until 31st July 2028 (including one evening per week and approximately 10 Saturdays per year on a rota basis)**

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 (formally 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 role of the Employment Advisor is to prepare participants for further training, education or work and support them through the job search, application and interview process; providing them with skills, motivation, and confidence to move into suitable sustainable employment.

The Employment Advisor 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.

The Employment Advisor will report to the Service Manager - Employability

[This post requires a Protection of Vulnerable Groups (PVG) Scheme membership - successful applicants will be required to join the PVG Scheme.]

Key Responsibilities of the Employment Advisor

- Be friendly, compassionate and naturally able to build relationships with individuals.

- Provide support through a variety of activities including regular telephone contact, face to face meetings, virtual mediums, mentoring, 1-1 job coaching and group employability training sessions.

- Assist participants to explore their skills, experience, and aspirations and look for opportunities to work towards longer term goals, such as supporting participants into training and/or education opportunities.

- Provide personalised support assisting participants who are in recovery with advice and guidance on job searching, applications, the interview process and to find and sustain in work.
- Deliver performance targets for supporting people who are in recovery to find and sustain their employment.

- Providing quality support services to participants through effective planning, monitoring, evaluation and review of their requirements in partnership with them. This includes the formulation of action plans.

- Meeting contractual compliance and promote the unique, person centred ethos of Murray's Initiative

- 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

- Undertake any other duties as required by the Service Manager – Employability

Qualifications and Experience :

- May hold a qualification in Advice and Guidance, or have equivalent learning gained through hands-on practice.

- Strong background in employability support or the voluntary sector, with experience of working directly with people to help them move towards sustainable employment

- Comfortable working one-to-one with individuals who may be in recovery, or who have experience of the criminal justice system, mental health challenges or homelessness.

- Understand the barriers people can face when accessing work and be able to offer practical, empathetic support that builds confidence and motivation.

- Organised and outcomes-focused, with experience of helping people progress into training, volunteering or employment.

- Track record of supporting people into sustained work, using your understanding of the local labour market to help match individuals with realistic opportunities.

- Delivery of practical employability support, both one-to-one and in groups. This includes running Job Clubs, supporting people with CVs and application forms, job search techniques, interview preparation (including mock and telephone interviews), and delivering employability-focused workshops or training sessions.

- Confident using digital technology as part of your day-to-day work

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Skills and Competencies:

- Excellent interpersonal and written and verbal communication skills, with the ability to engage with participants and build good relationships
- 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 Murray's Initiatives values of collaboration, respect, and empathy

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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/68

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 at 5pm
Shortlisting:	Thursday 7th January 2027
Date of interviews:	Tuesday 19th 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.