Edinburgh and Midlothian Intergroup
Service Role Descriptions

INTERGROUP EMPLOYMENT LIAISON OFFICER

Purpose of the Role

The Employment Liaison Officer builds and maintains relationships with employment-related organisations such as workplace wellbeing teams, HR departments, unions, and employment support services. The role helps professionals understand what AA offers and how employees or jobseekers can access AA support.

Term: Typically a three-year term, confirmed by intergroup

Qualifying Requirements

- **Active AA Membership** with understanding of AA Traditions, especially cooperation without affiliation.
- **Minimum two years' continuous sobriety**, as agreed by Intergroup.
- **Professional communication skills** for engaging with employers and employment support agencies.
- **Awareness of workplace wellbeing issues** and the role AA can play in supporting individuals.

Key Responsibilities

Liaison with Employment Organisations
Develop relationships with HR departments, occupational health teams, unions, job centres, and employment support charities. Provide clear information about AA and how it works.

Public Information Work
Arrange presentations, information sessions, or literature distribution for employers and employment support professionals. Promote AA's message while respecting AA Traditions.

Support for Referrals
Help professionals understand how to refer individuals to AA meetings or online resources. Provide meeting lists and contact details where appropriate.

Coordination with Other Liaison Officers
Work closely with Public Information, Health, and Criminal Justice Liaison Officers to ensure consistent messaging and shared opportunities.

Reporting to Intergroup
Provide regular updates on contacts, activities, and opportunities for cooperation.

Continuity of Service
Maintain clear records of contacts, presentations, and agency relationships for the incoming officer.

Notes

This role helps ensure AA is visible within workplaces and employment support environments, offering a pathway to recovery for those struggling with alcohol while maintaining AA's independence and Traditions.