

# Community Development Manager (University of East London)

## Candidate application pack

Young Gamblers Education Trust, 71 – 75 Shelton Street, Covent Garden, London, WC2H 9JQ.

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YGAM™ is the trading name of Young Gamblers Education Trust and registered Trademark: UK00003114184.

# YGAM is a UK-Registered Charity with a social purpose to inform, educate and safeguard young people against problematic gambling & social gaming.



## Introducing YGAM

The YGAM charitable purpose is to 'inform, educate and safeguard young people against problematic gambling & social gaming'. YGAM approaches this charitable purpose in three ways:

- YGAM aims to enhance the UK's understanding of gambling and gambling-related harm specifically amongst young people.
- YGAM helps young people make informed choices through better understanding of gambling and its potential risks.
- YGAM increases awareness of youth gambling as a public health issue with policy-makers, educators and key influencers.

## YGAM products

YGAM delivers its charitable purpose and derives social benefit for the UK through the delivery of the following three YGAM products:

**Train the Trainer:** YGAM delivers accredited training and provides licenses to teachers, youth workers, community mental health colleagues, prison & probation colleagues and community volunteers to enable them to deliver the YGAM gambling-related, harm-prevention programme. The YGAM gambling-harm prevention programme and its resources have been accredited by the Ofqual approved awarding body ASDAN, and quality-assured by the PSHE Association.

**Peer Education:** YGAM works with partner universities to train year two & three psychology students to become accredited YGAM peer mentors. Trained peer mentors are then employed in part-time positions to deliver a range of gambling-related, harm-prevention programmes and awareness campaigns within their university and local community.

**Research:** Through the delivery of the above products, a programme of research into the attitudes, thinking and behaviours of young people and gambling / social gaming will be created through the establishment of a global research network, specifically in the area of young people. Additionally, YGAM will work with our research partners to undertake both qualitative and quantitative research into the effectiveness and impact of the YGAM products.

# We are looking for an exceptional candidate to join our team as Community Development Manager (University of East London) to help us increase our reach across the UK.

YGAM is proud to be a living wage employer.

Hi, I am Lee Willows, the Chief Executive of YGAM and a former gambling addict. I know first-hand the devastating consequences that a gambling addiction can cause to yourself and those around you. Trying to understand why I became addicted, going through treatment for my addiction at the National Problem Gambling Clinic and speaking with dozens of other people in my shoes, I wanted to use this knowledge in a positive way and create positive social change so nobody else experienced what my family and I did.

The UK gambling industry has changed significantly over the last decade. Advances in new technology and the changing nature of our High Streets have affected the access to and advertising of gambling services in the UK. With betting shops now on every High Street, casinos open 24/7 in most cities, mobile gaming and a tech-savvy generation of young people and a massive rise in advertising, gambling is far more accessible than it has ever been. At YGAM, we believe it is important to educate young people so they can make informed decisions around gambling or gaming activity, just as we educate young people about keeping safe on-line, safe sex and responsible drinking.

As YGAM expands and moves into its fourth year as a charity, we have a unique opportunity for an exceptional student to join our team as a Community Development Manager, based in the University of East London. This position is a paid, part-time post at London Living Wage. Working initially up to 8 hours a week, you will be working to fulfill our peer education project within the university and local area. The project's aim is to educate young people on the risks associated with problematic gaming and gambling. To achieve this you will be tasked with running one awareness event at the university each month, completing fundraising bids and working with local organisations to fill our train the trainer workshops.

You will work alongside the Head of Operations, Amelia Haddad, and a Community Development Worker to fulfill these tasks. This is a fantastic opportunity for those who are interested in the field of addictions and who would like experience running a project and using their entrepreneurial skills to extend awareness of gambling and gaming related harm.

**To apply for the role please email your up-to-date curriculum vitae and a supporting statement (up to two sides of A4), outlining how you specifically meet the key tasks as listed within the job description for this post. Please send your completed application to [amelia@ygam.org](mailto:amelia@ygam.org). Only curriculum vitae with supporting statements will be accepted. The closing date for completed application forms is Friday 13th October and all received applications will be acknowledged.**

Successful applicants who make the shortlist will be asked to attend an interview, which is planned to take place on **Wednesday 18th October, in London**. Please make sure you can attend this selection day before applying. YGAM is proud to be working with colleagues from the gambling, education and health sectors in order to minimise gambling & gaming-related harm among young people.

If you wish to have an informal conversation about the role then please contact Amelia Conolly on 07496 525 349 or email her on the above address.

Good luck with your application and thank you so much for your interest in our work.

Yours faithfully



**Lee Willows**  
Chief Executive

Yours faithfully



**Amelia Haddad**  
Head of Operations

## Job Description – Community Development Manager (University of East London)

**Title:** Community Development Manager.

**Reports to:** Head of Operations.

**Hours:** One day (8 hours per week).

**Salary:** London Living Wage (£9.75 per hour).

**Location:** Work from University of East London (UEL)/Home working.

**Probation period:** 3-month probationary period, with formal review on completion.

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### Job purpose:

The post holder will work with the support of the Head of Operations, a Community Development Worker, and the YGAM team to fulfil the three specific targets of the Peer Education programme. These tasks are (i) to run awareness events across the course of the academic year (ii) to source and apply to local fundraising bids (iii) to forge strong links with local organisations in order to fill our train the trainer workshops.

The post holder will be present at key events and promote the YGAM message to as many students as possible, working closely with their team to drive the project with entrepreneurial spirit.

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### Key tasks:

#### Raising awareness

- Develop awareness of the YGAM programme at University of East London, by running monthly events within the university. These are set out further in our strategy but may include Fresher's fair, wellbeing events and student training
- Work with the university to build relationships with key staff and encourage awareness through key figures
- Use marketing material to promote YGAM and events with permission of the university

#### Fundraising

- Work with Head of Operations to identify local fundraising sources and apply for bids up to 5k per application in order to grow and sustain the peer education project
- Use innovation to increase our fundraising potential through other sources

#### Train the trainer workshops

- Engage with local organisations working with young people to raise a wider awareness of potential harm
- Once relationships with these organisations are established, encourage them to attend our train the trainer workshops. Two workshops will be put on each year – with 25 places to fill per workshop. These are chargeable to the delegates at £49pp

#### General

- Work with the Community Development Worker and Head of Operations to review progress within the university and agree allocation of tasks
  - Complete plans and feedback forms post event and return to Head of Operations
  - Attend regular supervision sessions with the Community Development Worker, Head of Operations and YGAM Team
  - Maintain professional and confidentiality boundaries
  - Assume leadership of, and drive, your work to achieve the agreed outcomes
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## The Disclosure & Barring Service (DBS) – disclosure

This post is subject to a DBS disclosure that is of satisfaction to the Board of Trustees at YGAM. As a UK Registered Charity we promote equality of opportunity and welcome applications from all candidates. Criminal records will be taken into account for requirement purposes only when the conviction is relevant.

All applicants who are offered employment will be subject to criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. While YGAM waits for the disclosure results from the DBS, training and other admin duties can be commenced by the applicant (part paid, part unpaid). The cost of the DBS disclosure and registration to the DBS subscription service will be met by YGAM.

The post holder is responsible for ensuring they add their DBS to the update service within the set timeline upon receipt of their certificate.

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## Person Specification – Community Development Manager (University of East London)

### Qualifications

- Post-holders should be students at the university or have an affiliation with the university i.e. post graduate. We are looking for someone that can commit to 8 hours per week for this post, during normal working hours

### Essential Skills and Knowledge

- Links with students' services within the university
- Ability and confidence to deliver training to the public
- Ability to sell a training product to drive income
- Great communication and networking skills
- Knowledge of substance or behavioural addictions
- Be able to organise and prioritise your work; working as part of a team or by yourself
- Ability to delegate workload
- Excellent verbal skills
- Excellent understanding of I.T applications (MS Word, Excel and Powerpoint especially)

### Essential Experience

- Experience of leading people through training or the delivery of small projects
- Experience in helping people to acquire essential life-skills
- Ability to work in a highly organised manner with a keen eye for absolute detail
- Ability to use initiative to complete tasks and overcome problems if and when they arise