

Head of Operations (Maternity cover) Candidate application pack

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

www.ygam.org | hello@ygam.org | 0203 837 4963 | Registered Company no: 09189998 | Registered Charity no. 1162425.

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 Head of Operations 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.

Our current Head of Operations is about to head off on maternity leave on Friday 15 December 2017 and so we are seeking somebody who can cover this post for the period between 20 November 2017 (to allow a good handover) to May 2018. Ideally, we would be seeking somebody who can work full-time, but are open to the possibility of a three or four day working week.

This is a national role and the potholder would be required travel across England where YGAM has projects based (specifically Greater London; Brighton & Hove; Sussex; Yorkshire; North East and North West England). An ability to lead and inspire a diverse, talented team is critical as well as the ability to champion and own the social impact of YGAM by driving operational performance, maximising locally based voluntary income and fostering an entrepreneurial spirit with Project Managers.

During the period of this role there are new and exciting pieces of work to lead which include (i) launching YGAM in the North of England; (ii) securing four new universities in which to base the YGAM Peer Education programme; (iii) the recruitment of up to eight psychology or business students to join the YGAM team and (iv) assisting with the Investors in People Accreditation.

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 two key tasks as listed within the job description for this post. Please send your completed application to amelia@ygam.org. Only curriculum vitae with supporting statements will be accepted. The closing date for completed application forms is Friday 03 November 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 15 November in London. Please make sure you can attend this selection day before applying. YGAM are proud to be working with colleagues from the gambling, education and health sectors in order to minimise gambling & gaming-related harm among young people.

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

Yours faithfully

Lee Willows
Chief Executive



Job Description – Head of Operations (Maternity cover)

Title: Head of Operations (maternity cover).

Reports to: Chief Executive.

Hours: Flexible 3 to 5 days per week.

Salary: £24,000pa to £26,000 pa pro-rata, salary based on experience.

Job purpose:

The post holder is required to lead the YGAM Peer Education strand of work, by working with Community Development Managers to drive operational performance and maximise locally based voluntary income.

More specifically, for the period of this role, you will work collaboratively with the team to ensure YGAM reaches an evidenced c19,000 practitioners and students and we secure c£51,000 in funding. There is scope to develop the role further and if achieved, there could be possibility of on-going work. The post holder will lead this work with an entrepreneurial drive and have the drive, commitment and energy to make a visible impact on the work of YGAM.

Key tasks:

Social impact

- Support and lead the team to develop highly visible, effective and measurable awareness campaigns within their universities.
- Support and lead the team to embed YGAM in to the local communities where the charity is based, reaching out specifically to youth organisations who support the development of vulnerable young people / adults.
- Foster an entrepreneurial spirit among the team to maximise the opportunities that arise from national campaigns around mental health, digital resilience, e-safety, financial capability and independent living.
- Work with the Director of Education and Education Manager/s to recruit practitioners to locally organised Train the Trainer workshops, which you will drive the recruitment off.

Fundraising

- Work with the Head of Data & Impact Officer and Chief Executive to organise your local / university based fundraising pipeline within the YGAM customer relationship manager (CRM) database.
- Support and lead the team to develop localised fundraising initiatives (i.e. student led fundraising events, applications to local charitable trusts and sales).
- Work with the Head of Quality Assurance in follow-up to workshops and training to acquire evidence of completed work, case studies etc.
- Attend conferences , seminars, educational and organisational events in support of or representing the Chief Executive and Director of Education
- Attend support sessions with the Chief Executive (via skype and in person) and attend support sessions with our Board of Trustees.
- Assume leadership of and drive your work to achieve the agreed outcomes.
- Line Manage all staff who deliver the YGAM Peer Education strand of work.

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 a 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.

Person Specification – Head of Operations (Maternity cover)

Qualifications

- Educated to degree level or have the equivalent.

Essential Skills and Knowledge

- A detailed understanding of further education and community engagement.
- Prior experience of developing and delivering fundraising initiatives.
- Outstanding verbal and written communication skills.
- Outstanding understanding of I.T applications (Microsoft word, excel, access & powerpoint especially).

Essential Experience

- Experience of driving projects to achieve agreed outcomes.
- Ability to work in a highly organised manner with a keen eye for absolute detail.
- Self-administrating experience.
- Direct experience of working within education or mental health is desirable.
- Direct experience of working within a lean, but highly effective start-up and the challenges and opportunities that brings.