



# Education Manager - London & South East Candidate Application Pack

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

[www.ygam.org](http://www.ygam.org) | [hello@ygam.org](mailto: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

YGAM is a UK-Registered Charity which builds digital resilience in young people, students and vulnerable adults. The charity's social purpose is to inform, educate and safeguard young people against problematic gambling and social gaming. YGAM's purpose is led by and contributes to the UK's National Responsible Gambling Strategy, which is led by the Responsible Gambling Strategy Board (RGSB). In the annual update to this strategy in May 2018, the work of YGAM was cited several times. YGAM approaches its social 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 social purpose and derives social benefit for the UK through the delivery of the following three YGAM products:

**Train the Trainer workshops:** 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 and gaming-related, harm-prevention programme.

**University & Student 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 and gaming-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.

The YGAM programme and our resources have been accredited and quality-assured by the Ofqual approved Awarding Body Pearson & ASDAN and are quality-assured by the PSHE Association. In addition, we have achieved the prestigious Pearson Assured quality-standard for the content and educational rigour of our education resources. YGAM's programmes have been evaluated by City, University of London & University of East London and we are proudly an accredited Investors in People employer. Finally, YGAM is regulated by the UK Charity Commission and the UK Fundraising Regulator. No other education programme globally in this area of work has such robust foundations.

# We are looking for an exceptional candidate to join our team as our Education Manager - London & South East

YGAM is proud to be a living wage employer.

Thank you so much for getting in contact to enquire about the Education Manager – London & South East role we have available at YGAM.

Since YGAM was founded almost four-years ago, we have quickly established ourselves as a leading education charity around gambling & gaming harm-minimisation in the United Kingdom. Since our inception we have reached just over 80,000 young people & students and collaborated with almost 800 educational organisations (schools, colleges, universities and charities) to deliver our programme. YGAM are incredibly proud to be working with all stakeholders in this space, from the gambling & gaming operators who make products available to the public, to education professionals who support young people & students learning, to the criminal justice sector, partner universities, public health, leading third sector organisations, leading sports clubs, Local Authorities and young people & students themselves.

**It is a very busy time in YGAM currently and we have a unique opportunity for an exceptional Education Manager, based in Greater London or the South East to join the YGAM team. The post is full-time and offers a starting salary of £22,000pa to £24,000pa based on experience.**

The principle purpose of the post is to lead the recruitment of delegates for the YGAM Train the Trainer workshops from schools, non-formal sector, local authorities and other interested organisations initially in the Greater London and South East England region.

In addition, the post holder is required to identify opportunities and sell INSET training in schools and other learning establishments locally. With an education or sales background, we are seeking somebody who has an outgoing and confident personality and who enjoys engaging with senior education / third sector leaders. Being highly organised, having an absolute eye for detail and the drive and ambition to make this opportunity a success within a start-up organisation are critical qualities.

**To apply for the role please email us directly, via our website with an 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. We will only accept applications via our website and only curriculum vitae with supporting statements. The closing date for completed applications is Tuesday 27 November at 1200 noon 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 Monday 3 December in London. Please make sure you can attend this selection day before applying. YGAM are proud to be recognised as an Investors in People organisation, guaranteeing you a purposeful job with plenty of training and career opportunities for the right person.

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

Yours faithfully



**Mike Wojcik**  
Trustee  
Chair of the People & Transformation Committee

Yours faithfully



**Lee Willows**  
Chief Executive

## Job Description – Education Manager – London & South East

**Title:** Education Manager (London & South East)

**Reports to:** Initially Chief Executive

**Hours:** Full-time / work from home

**Salary:** £22,000pa – £24,000pa starting salary based on experience, with good potential to rise

**Probation period:** Home based / work from home with significant travel

---

### Job Purpose:

The post holder is required to lead the recruitment of delegates for the YGAM Train the Trainer workshops from schools, non-formal sector, local authorities and other interested organisations. In addition, the post holder is required to identify opportunities and sell INSET training in schools and other learning establishments in London & South East. An annual income target of c£50,000 will be mutually agreed at the start of your employment, which will be reviewed monthly.

Additionally the post holder is further required to deliver Train the Trainer workshops and INSET in London & South East in conjunction with YGAM colleagues. Finally, seeking conferences and marketing opportunities is critical to this post.

The post holder will lead this work with an entrepreneurial drive; creating and delivering a sales pipeline for YGAM that is appropriate for an organisation of our size, reach and ambition.

---

### Key Tasks:

#### Create and deliver sales-pipeline

- Lead the recruitment of delegates from schools, non-formal sector, local authorities and other interested organisations. Initial target is to recruit a minimum of 24 delegates monthly at an agreed price point to our open workshops.
- Lead the process to identify opportunities and sell INSET training to schools and other learning establishments in the UK or abroad. Initial target is to sell one INSET per month.
- Deliver YGAM Train the Trainer workshops and INSET in London & South East with other YGAM team members.

#### Administration

- Work with the Data & Impact Officer to organise your sales pipeline within the YGAM customer relationship manager (CRM) database.
- Send out joining instructions and delegate packs by email to delegates prior to training events.
- 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).
- Assume leadership of and drive your work to achieve the agreed outcomes.
- Line Manage other YGAM staff members in the London & South East.

## 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 – Education Manager – London & South East

### Qualifications

- Educated to degree level or have the equivalent in sales or an education background.

### Essential Skills and Knowledge

- A detailed understanding and prior experience of selling a product or service.
- Prior experience of developing and delivering a sales pipeline.
- 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.
- Grit, resilience and determination derived from self-employment or leading a major project or programme.

## Introducing the YGAM Salary Structure

The YGAM salary structure consists of 'bands and grades' as defined below. Each band will have a minimum criteria and experience requirement. Additionally, each band has two grades; 'entry' and 'skilled'. Employees move through the bands based on meeting the criteria and their actual performance / results achieved on the job.

**We have alighted this post to have a starting salary at salary band 2.**

Band	Grade (Entry or Skilled level) – based on FTE	Criteria	Project Management Experience
One (Community Development Manager / Worker)	Entry: £17,100	<ul style="list-style-type: none"> <li>Be a current student within a university studying a relevant degree or higher.</li> <li>Meet all essential parts of personal specification.</li> <li>Have a commitment to the social purpose of YGAM</li> </ul>	N/A
	Skilled: £19,000		
Two (Project Manager)	Entry: £22,000	<ul style="list-style-type: none"> <li>Meet all essential parts of personal specification.</li> <li>At least one years evidenced project management experience.</li> <li>Consistent performer who meets all targets set.</li> <li>Have a commitment to the social purpose of YGAM.</li> </ul>	1 year
	Skilled: £24,000		
Three (Project Manager)	Entry: £25,000	<ul style="list-style-type: none"> <li>Meet all essential parts of personal specification.</li> <li>At least three years evidenced project management experience with experience of managing volunteers.</li> <li>Has some experience with fundraising having raised at least £25,000.</li> <li>Good performer whom meets all targets set.</li> <li>Have a commitment to the social purpose of YGAM.</li> </ul>	3 years
	Skilled: £26,000		
Four (Project Manager)	Entry: £27,000	<ul style="list-style-type: none"> <li>Meet all essential and desirable parts of person specification.</li> <li>At least five years evidenced project management experience, including line managing employees.</li> <li>Has experience with fundraising having raised at least £60,000.</li> <li>Has strong networking and interpersonal skills.</li> <li>Good performer whom meets all targets set.</li> <li>Have a commitment to the social purpose of YGAM.</li> </ul>	5 years
	Skilled: £28,500		

Five (Project Manager)	Entry: £29,000 Skilled: £31,000	<ul style="list-style-type: none"> <li>• Meet all essential and desirable parts of person specification.</li> <li>• At least six years evidenced project management experience, including line managing employees and multiple-projects.</li> <li>• Has experience with fundraising having raised at least £100,000</li> <li>• Has strong networking and interpersonal skills that drive social impact.</li> <li>• Good performer whom consistently meets all targets set.</li> <li>• Have a commitment to the social purpose of YGAM.</li> <li>• Meet all essential and desirable parts of person specification.</li> <li>• At least seven years evidenced project management experience, including line managing employees and complex, multiple projects across different geographical regions.</li> <li>• Has experience of the leading the full range of employee HR processes.</li> <li>• Has experience with fundraising having raised at least £150,000</li> <li>• High performer.</li> <li>• Have a commitment to the social purpose of YGAM.</li> </ul>	6 years
Six (Project Manager or Head)	Entry: £32,000 Skilled: £34,000	<ul style="list-style-type: none"> <li>• Meet all essential and desirable parts of person specification.</li> <li>• At least seven years evidenced project management experience, including line managing employees and complex, multiple projects across different geographical regions.</li> <li>• Has experience of the leading the full range of employee HR processes.</li> <li>• Has experience with fundraising having raised at least £150,000</li> <li>• High performer.</li> <li>• Have a commitment to the social purpose of YGAM.</li> </ul>	7 years
Seven (Senior Project Manager / Regional Manager or Head)	Entry: £35,000 Skilled: £37,000	<ul style="list-style-type: none"> <li>• Meet all essential and desirable parts of person specification.</li> <li>• At least eight years evidenced project management experience, including line managing employees and complex, multiple projects across different geographical regions.</li> <li>• Has experience with fundraising having raised at least £200,000</li> <li>• Has experience of leading complex projects with a turnover c£1m.</li> <li>• Worked with a Chief Executive within a senior leadership team.</li> <li>• High performer who exceeds targets.</li> <li>• Have a commitment to the social purpose of YGAM.</li> </ul>	8 years

Eight (Senior Project Manager / Regional Manager / Head / Director)	Entry: £38,000 Skilled: £40,000	<ul style="list-style-type: none"> <li>Meet all essential and desirable parts of person specification.</li> <li>At least ten years evidenced project management experience, including line managing employees and complex, multiple projects across different geographical regions.</li> <li>Has experience with fundraising having raised at least £250,000</li> <li>Has experience of leading complex projects with a turnover c£2m.</li> <li>High performer who exceeds targets.</li> <li>Have a commitment to the social purpose of YGAM.</li> </ul>	10 years
Nine (Senior Project Manager / Regional Manager / Head / Director)	Entry: £41,000 Skilled: £45,000	<ul style="list-style-type: none"> <li>Meet all essential and desirable parts of person specification.</li> <li>At least ten years evidenced project management experience, including line managing employees and complex, multiple projects across different geographical regions.</li> <li>Has experience with fundraising having raised at least £300,000</li> <li>Has experience of leading complex projects with a turnover c£2m.</li> <li>Worked with a Chief Executive within a senior leadership team.</li> <li>Can deputise for the Chief Executive.</li> <li>High performer who exceeds targets.</li> <li>Have a commitment to the social purpose of YGAM.</li> </ul>	10 years
Ten (CEO)	£50,000 - £60,000	<ul style="list-style-type: none"> <li>Meet all essential and desirable parts of person specification.</li> <li>At least ten years evidenced senior leadership experience</li> <li>Has experience with fundraising having raised at least £5m</li> <li>Has experience of leading complex projects with a turnover c£10m</li> <li>Worked as a Chief Executive within a senior leadership team, leading a charity / organisation with an annual turnover of at least £5m.</li> <li>Experience of working with a board.</li> <li>Thought leader and experience of changing significant government policy.</li> <li>Well-connected individual.</li> <li>High performer who exceeds targets.</li> <li>Have a commitment to the social purpose of YGAM.</li> </ul>	15 years

