



Chartered Manager Degree Apprenticeship (Social Change) – Development Officer Candidate Application Pack

Young Gamers and Gamblers Education Trust

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

Introducing YGAM

YGAM is a UK-Registered Charity which builds digital resilience in young people, students and vulnerable adults. Our vision is that **all young and vulnerable people are safe from gaming and gambling related harms**.

To achieve this, our social purpose is to **'inform, educate and safeguard young people against problematic gambling and gaming'**.



We enhance understanding

through research and evaluation, YGAM aims to enhance the UK's understanding of gambling, gaming and related harm, specifically amongst young and vulnerable people.



We educate practitioners and student peer mentors

to help young and vulnerable people, YGAM develop and deliver training courses to professionals and volunteers who support young people at risk from problem gambling or gaming.



We increase awareness

through information and dialogue, YGAM increases awareness of youth gambling and gaming as a public health issue with policy-makers, educators the industries themselves and key influencers.

To achieve this, YGAM delivers its mission and therefore its social purpose in three ways:



Practitioner Workshops: YGAM delivers accredited training to practitioners, enabling them to deliver the YGAM gambling-related harm-prevention programme.



University and Student Engagement: YGAM works in partnership with universities to train year two & three students to become YGAM peer mentors who programmes and campaigns within their universities and local communities.



Research: through the delivery of the above two products, a programme of research into the attitudes, thinking and behaviours of young people and gambling / social gaming will be created to establish a global research network, specifically targeting teenagers and young adults.

Our Programmes and Services contribute to the Gambling Commission's new three-year National Strategy to reduce gambling harms launched in April 2019. In particular YGAM's social purposes contributes to the following principle priorities: Prevention and Education; Collaboration and Evaluation strategic priorities:



Prevention and Education - Universal measures: for the benefit of the whole population



Prevention and Education - Selective Measures: for the benefit of at-risk groups



Collaboration and Evaluation

YGAM Innovation Limited (trading as Gameplan) as a wholly-owned trading subsidiary of YGAM, offering two products which contribute to the Gambling Commission's new three-year National Strategy to reducing gambling harms, namely the strategic priority around Regulation and Oversight. Gameplan will work collaboratively to develop and deliver recognised City & Guilds and Pearson courses & qualifications for colleagues working in customer-facing roles and an purposeful Apprenticeship Standard for the gambling industry.



GAMEPLAN

We are looking for an exceptional candidate to join our team as our Social Change Apprentice.

YGAM is proud to be a living wage employer.

Thank you for your interest in the YGAM & Queen Mary, University of London Degree Apprenticeship Programme. This is an exciting, and will be a highly rewarding, role for an individual who is enthusiastic and motivated by working in a national charity delivering social change, through an inspiring programme for young people. We're looking for someone with a 'can do' attitude, willing to learn, eager to gain more skills and will take responsibility for their personal development.

It is an incredibly exciting time to be joining YGAM as we begin to deliver on the ambitions of our 2019 – 2021 national strategy plan. We are seeking somebody who is highly resilient, works well in teams and is self-motivated, adapts well to change and most importantly enjoys getting things done.

You will gain a broad range of experience in business management of a national education charity and develop your knowledge and skills in delivering social change through programme and project delivery. You will be responsible for supporting the delivery of programmes, projects and day to day tasks that delivers or supports the YGAM strategic plan. Throughout the four-year degree programme, you will be an active member of a variety of functions across YGAM including; Operations and Delivery, Communication and Marketing, Fundraising and Administration and our trading subsidiary, Gameplan.

If you live in London or the South East and want to combine a living wage degree apprenticeship with purposeful work experience where your influence will make a huge difference, please email via our website a copy of your C.V and a supporting statement, telling us why you are perfect for this opportunity. Your supporting statement should be between two and three pages only and should showcase how you meet the person specification.

We are offering a starting salary of £17,100 with all your travel from home paid. You will also be given a brand-new mobile phone, laptop, uniform, home printer and even business cards. During term time you will spend two days a week at Queen Mary University and three days a week at YGAM. Non-term time, you will be spending five-day a week at YGAM. Finally, you will be given 28 days a year as paid annual leave, with up to four additional days over Christmas and New Year. The closing date for applications is Monday 8th July 2019 at 1700. Interviews will be held on Friday 12th July 2019 in London.

Come and join an Investors in People organisation; guaranteeing you a purposeful job with plenty of development and career opportunities. Good luck with your application and thank you so much for your interest in our work.

Yours faithfully



Mike Wojcik
Chair of Trustees

Yours faithfully



Lee Willows
Chief Executive

Details of the Role – Social Change Apprentice

Salary: £17,100

Hours: Full time (37.5 hours per week)

Holiday: 28 days annual leave

Contract: Fixed term 4 years

Location: London & South East, with extensive UK travel

The successful candidate will become part of the YGAM team and will work with and support colleagues across a range of functions. The apprenticeship will be structured around a rotating placement working eight months in each of the following areas:

Operations & Delivery

- Work with Education Managers on practitioner recruitment and support delivery.
- Support practitioner workshop follow-up & supporting delivery in schools, youth clubs etc.
- Work with the University & Student Engagement team to deliver University based student-led activities or education campaigns.
- Support with community events and other community-based projects.
- Participate in Young People & Student Advisory Group.
- Support research and impact evaluation strands of work, including academic evaluation, external accreditation and external quality assurance.

Communications and Marketing

- Gain an understanding of the different audience in YGAM and how we achieve market segmentation.
- Support marketing planning and campaign delivery.
- Support and lead specific channel management (i.e. social media) and content delivery.
- Organise various showcase events for YGAM.
- Attend various conferences and gain speaking skills to large audiences.

Fundraising & Administration

- Build and develop relationships with stakeholders who might support the YGAM cause.
- Learn, understand and practice the pitch.
- Participation in the proposal writing process and the different aspects.
- Facilitate support functions (including HR, Finance, CRM, Data Protection)

Gameplan

- Support the trading subsidiary with delivery.
 - Undertake prospect research.
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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 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 and future prospects

Essential Skills

- Strong research, fact-finding and analysis skills.
- Strong communication skills and ability to adapt your style to a wide range of stakeholders.
- Strong attention to detail and ability to work systematically and accurately.
- Excellent interpersonal skills and ability to build and maintain effective relationships with a wide range of people.
- Excellent planning and organisational skills with the ability to manage and deliver a diverse workload across a number of projects, whilst ensuring effective prioritisation and balancing the needs of a range of stakeholders.
- Experience of using Microsoft.

Essential Personal Qualities

- Commitment to young people & education; understanding of how education can help develop young people's resilience.
- Self-motivated and an inquisitive nature.
- Positive and approachable.
- Open, confident and collegiate to work effectively with a range of internal and external stakeholders.
- Highly resourceful, with strong emotional intelligence and self-motivation.
- Willingness to learn and develop knowledge and experience in the role, and able to take on feedback.
- Professional boundaries / conduct around your peer group.

Essential Qualifications

Generally, we expect our degree apprentices to demonstrate similar academic achievements to full-time BSc students.

A Level	International Baccalaureate (IB)	BTEC (RQF)
<ul style="list-style-type: none">• AAA• Excludes General Studies and Critical Thinking	<ul style="list-style-type: none">• 36 points overall, including 6,6,6 from three Higher Level subjects. This must include a minimum of 4 in Standard Level Mathematics	<ul style="list-style-type: none">• D*DD• Full BTEC entry requirements (click here)

Access to HE

We consider applications from students with the Access to Higher Education Diploma on a case-by-case basis and welcome applications from all sections of our community, recognising the rich diversity of London:

GCSE

- GCSE English and mathematics at grade C or 4 or above required. (PLEASE ENSURE THAT ALL QUALIFICATIONS ACHIEVED OR PENDING ARE LISTED ON THE APPLICATION FORM WITH EACH QUALIFICATION'S FULL NAME, DATE, GRADE OR PREDICTED GRADE)

Professional Experience

- Given the vocational nature of Degree Apprenticeships consideration will be given to reducing the academic entry requirements should applicants have relevant work experience. Queen Mary and YGAM will agree to consider such applications on a case by case basis.

In terms of residency, to be eligible for an Apprenticeship you must:

- Be a citizen of a country within the European Economic Area (EEA) (including other countries determined within the EEA or those with bilateral agreements), and have been ordinarily resident in the EEA (including other countries determined within the EEA or those with bilateral agreements), for at least the previous three years on the first day of the apprenticeship

OR

- Have the right of abode and the right to work in the UK and have been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship OR
- Be a non-EEA citizen with permission from the UK government to live in the UK, (not for educational purposes) and have been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship.

Future prospects

- After four years at YGAM and working within the Third Sector, the experience and skills gained from actively participating in a wide variety of departments in the organisation, will give you a solid understanding and experience of how a start-up, national education programme such as the YGAM operates and delivers programmes.
- You should also have increased your skills and abilities in leadership and become more self-aware and able to identify what next steps you want to take in your career.
- You will be in a position to apply for certain roles within the YGAM or other charities that best relate to the area that interests you and relevant to experience you have gained through the programme. YGAM has a published salary scale which is worth reviewing as this demonstrates your potential career progression within our charity.

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 1.

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

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

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

