



Could you be a...

Community Development Manager

Young Gamers and Gamblers Education Trust

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

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



Not just any old student job...



Paid the real Living Wage (above that of the National Living Wage)



Work at your University with flexible hours around your study



Working in a fast-growing charity with direct access to a staff team with extensive experience in business and charity sectors



Gain invaluable experience in project and event management, public speaking, and brand building



Be part of an organisation making a real difference for children and young people



Being a CDM has allowed me to develop entrepreneurial skills, coming up with creative ways to engage fellow students. The flexibility of the role on campus and around my studies is really manageable and an amazing way to build my CV.



Jahid, Community Development Manager



Working with YGAM was so much more than a normal student job. At its heart you are trying to make a difference to your fellow students by informing, educating and safeguarding against the risks of problem gambling and gaming. But more than that - you are given training, support and many transferrable employability skills and in return you are able to grow and develop in the role.

You have to be able to manage your own time and your work priorities - but I was a highly valued member of a team making positive change in a very rewarding job.



Spencer, Community Development Manager

Introducing YGAM

You will be joining the YGAM family as an important part of the University & Student Engagement project. YGAM is a national charity with a social purpose to **inform, educate, safeguard** and build digital resilience amongst young and vulnerable people, helping them to make informed decisions and understand the consequences around 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 public health issues 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 students to become YGAM peer mentors who run programmes and campaigns within their universities.



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 Ltd. as a wholly-owned trading subsidiary of YGAM, offers two products which contribute to the Gambling Commission's new three-year National Strategy to reduce 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 purposeful Apprenticeship Standard for the gambling industry.



We are looking for an exceptional candidate to join our team as our Community Development Manager.

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 their gambling and/or gaming activity, just as we educate young people about keeping safe on-line, safe sex and responsible drinking.

We have a unique opportunity for an exceptional student to join our team as a Community Development Manager, based at your university. This is not your normal student role, you will need to be able to work independently and manage your own time and priorities. In return you will get to make a difference on campus and enhance your employability skills in a way that many part-time roles don't. This position is a paid, part-time post at Living Wage. Working flexibly, you will be employed for 10 hours per week, in order to raise awareness, educate and safeguard young people within your university.

YGAM works with young people on the risks associated with problematic gaming and gambling and to achieve this you will be tasked with running awareness events, stalls on campus, social media campaigns and surveys at the university. You will have the support of a team of other Community Development Managers, your manager in YGAM and the contacts within the University or Students' Union that we have developed. This is a fantastic opportunity for those who are interested in the field of addictions or who would like experience running a project using their entrepreneurial skills to extend awareness of gambling and gaming-related harm.

To apply for the role, please follow the process on our website. You will need to provide an up-to-date curriculum vitae (CV) and a supporting statement (up to two sides of A4). Application deadlines and universities we are currently recruiting from are on the website. We will only accept applications via our website and only curriculum vitae with supporting statements; all received applications will be acknowledged. Successful applicants who make the short-list will be asked to attend an assessment day, normally located with the candidate's home and/or term time addresses taken into consideration. Details will be sent out to successful candidates. 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 admin@ygam.org.

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

Job Description – Community Development Manager

Job Title: Community Development Manager

Reports to: Head of Delivery (University & Student Engagement)

Hours: 10 hours per week (which can be worked flexibly)

Salary: Real Living Wage

Probation period: Three months, with formal review on completion.

Special conditions: The post holder will be a registered student at the university in which they work.



Job Purpose:

The purpose of the role is to help YGAM achieve its social mission by reaching out to young people at the university. This will be achieved by running awareness events, stalls on campus, social media campaigns and surveys at the university.

Key Tasks:

Raising Awareness

- Develop awareness of the YGAM programme at your university through digital marketing and events on campus. This could include lecture shout outs, workshops, or stalls on campus.
- Build relationships with student societies, sports teams, and media as well as academic departments to raise the profile of YGAM at your university.
- Conduct surveys or hold focus groups on campus as directed

Volunteers

The role may from time to time require the recruitment of volunteers. You will:

- Help with the promotion of volunteering opportunities as and when they become available.
- Help to manage the recruitment of volunteers including collating DBS documentation, if required, and initial training.
- Supervise volunteers, including recorded supervision meetings, collating expenses, delegating and recording workshops and ensuring on-going training.

Legacy

- Have knowledge of and information on how to set up a society at your university and be able to advise if that is appropriate.
- Help to create awareness of, stimulate conversation around and spark interest in the topic of gambling and gaming-related harm so that students may be inspired to set up their own events and societies.

General

- Work with your line manager to review progress of the project and recommend ways to improve YGAMs reach on campus.
- Complete any forms and paperwork as required and in a timely manner, recording hours, post-event feedback forms and expenses.
- Attend regular supervision sessions with the line manager and YGAM team.
- Maintain professional and confidentiality boundaries.
- Assume ownership of your own work and strive to achieve the agreed outcomes.
- Establish a work space and work practices that enable you to effectively work independently.

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 – Community Development Manager

Qualifications

- Post holders should be students at the university.

Essential Skills and Knowledge

- Knowledge of the organisational structure of your university and Students' Union or a proven ability to be able to build relationships.
- Ability and confidence to deliver talks or presentations to the public and fellow students.
- Great communication and networking skills.
- Knowledge of substance or behavioural addictions or the willingness to independently research the subject.
- Good understanding of I.T applications (MS Word, Excel and Powerpoint especially).

Essential Experience

- Experience of working on your own initiative without direct supervision.
- Experience of delivering presentations or communicating to a range of audiences.
- Experience managing a project from start to completion.
- 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.

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

