



Head of Delivery - Education North of England and Wales

Candidate Application Pack

Young Gamers and Gamblers Education Trust

Young Gamers and 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 Gamers and Gamblers Education Trust and registered Trademark: UK00003114184.

Introducing YGAM

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 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 & Student Engagement: YGAM works in partnership with universities to train students to become YGAM peer mentors who 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.

YGAM increases awareness of youth gambling and gaming as a public health issue with policy-makers, educators the industries themselves and key influencers. Our Programmes and Services also contribute to the emerging National Strategy to reduce gambling harms 2019 - 2021. In particular YGAM's impact contributes to:



Priority Action 1: Research to inform action



Priority Action 2: Prevention



Priority Action 3: Evaluation of the National Strategy

YGAM Innovation Limited as a wholly-owned trading subsidiary of YGAM, offering two products which contribute to the emerging National Strategy 2019 - 2021 to reducing gambling harms, namely priority Action 5: Industry Collaboration. Gameplan will work collaboratively to develop and deliver recognised City & Guilds and Pearson courses & qualifications for colleagues working in customer facing roles and an Apprenticeship Standard for the gambling industry.

We are looking for an exceptional candidate to join our team as our Head of Delivery for North England and Wales.

YGAM is proud to be a living wage employer.

Thank you so much for getting in contact to enquire about the **Head of Delivery – Education for North of England and Wales** role we have available at YGAM. We are looking for somebody very special to join our team in this newly created position.

Since YGAM was founded five years ago, we have quickly established ourselves as a leading educational charity which builds digital resilience in young and vulnerable people by training professionals to raise awareness specifically of gaming and gambling-related harm. Last year alone, we reached just over 164,000 young people and students and collaborated with almost 1,180 educational organisations (schools, colleges, universities and charities) to deliver our programme.

Recruiting your delivery team in January, we have a unique opportunity for a hands-on leader to join the YGAM team and to drive our geographical reach, foster longstanding relationships with key stakeholders and provide inspirational leadership to the north education teams to maximise our social impact. The post is full-time with a **starting salary of £32,000** with the potential to rise based on performance.

The post holder will be accountable for the delivery of our education strategy in the North of England and Wales and the achievement of our key performance indicators within their region. We are seeking somebody who has an outgoing and confident personality and who enjoys engaging with senior leaders from the formal and non-formal education sectors. Being highly organised, having an absolute eye for detail and the drive and determination to make this opportunity a success are also critical qualities.

To apply please email careers@ygam.org with a copy of your **CV and a supporting statement of no more than two pages**, outlining how you meet the Person Specification for the role. The closing date for completed applications is **Friday 6 December 2019 at 1700**.

Successful applicants who make the shortlist will be asked to attend an interview, which is planned to take place on **Thursday 12 December 2019 in Leeds**. 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
Chair of Trustees

Yours faithfully



Lee Willows
Chief Executive

Job Description – Head of Delivery – Education for North England and Wales

Title: Head of Delivery – Education for North of England and Wales

Reports to: Operations Director

Hours: Full-time / work from home

Salary: £32,000pa – £34,000pa based on experience

Probation period: Six months, with formal review at month three

Job Purpose

The post holder is required to recruit, train and provide inspirational leadership to the YGAM Education team in the North of England and Wales to drive operational performance and maximise social impact.

More specifically, for the period of this role, you will work collaboratively your regional team to ensure YGAM reaches an evidenced 2,500 practitioners and delivery partners and 500,000 students and young people annually.

Key Tasks

- Recruit, train and support a team of Education Managers to develop highly-visible, effective and quality train the trainer workshops.
 - Develop agreed workplans for staff and conduct regular appraisals.
 - Demonstrate best practice and assist the Operations Director and Head of Quality Assurance with evaluations.
 - Support and lead the team to embed YGAM in to the local communities where the charity is based, reaching out specifically to education organisations (i.e. schools, colleges, Local Authorities, youth groups) who support the development of vulnerable young people.
 - Foster an entrepreneurial spirit among the team to maximise the opportunities that arise from national campaigns around mental health, digital resilience, e-safety and financial capability.
 - Develop relationships at a national level with key stakeholder groups (i.e. academy chains, college groups) to position YGAM and increase the number of practitioners attending our Train the Trainer workshops.
 - Work with the Operations Director to position YGAM at principle education conferences to maximise awareness.
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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 – Head of Delivery – Education for North of England and Wales

Qualifications

- Educated to degree level or have the equivalent experience.

Essential Skills and Knowledge

- A detailed understanding of education and how to engage this sector.
- Outstanding verbal and written communication skills.
- Outstanding networking skills.
- Outstanding understanding of I.T applications (Microsoft word, Excel & PowerPoint especially).

Essential Experience

- Good knowledge of ten principles of effective PSHE education.
- Good knowledge of the relevant education inspection frameworks.
- Good knowledge of the principal stakeholders in education / third sector with a view to forming national partnerships.
- Experience of driving projects to achieve agreed outcomes.
- Ability to work in a highly organised manner with a keen eye for absolute detail.
- Direct experience of working within education or mental health is desirable.

Desirable Experience

- Knowledge of more than one education sector.
- Knowledge of the Welsh national curriculum.
- Experience of leading an education programme and the achievement of KPIs.
- Experience of managing a team.
- Excellent relationship management skills, with ability to motivate and inspire others.
- Strong administration, time management and prioritising skills.
- Excellent written communication skills.
- · Accuracy and attention to detail.
- · Ability to use Microsoft Office suite.
- · Demonstrable diplomacy and ability to work in confidence.

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.

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

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