

Title	Education and Parent Engagement Manager - North East
Reports to	Head of Delivery
Salary	£26,806 per annum pro rata
Hours	37.5 hours (flexible) up until Dec 2023
Contract Type	Initially fixed-term until 31st Dec 2023
Location	Remote based (within the North East) with occasional need to travel
Direct Reports	N/A

Who are we?

The Young Gamers and Gamblers Education Trust (YGAM) is an award-winning charity with a social purpose to inform, educate, safeguard young and vulnerable people against gaming and gambling harms. Our vision and strategy are guided by and contribute to the Gambling Commission's National Strategy to Reduce Gambling Related Harms.

Purpose of role

The successful applicant will join the National Education Programme supporting the Young People's Gambling Harm Prevention programme and working across our Education and Parents offering. You will lead the recruitment of delegates for the YGAM, City & Guilds assured programmes, recruiting delegates from education and youth work sectors across the North East of England. You will also work with the Parental Engagement Lead and wider team to recruit delegates to our Parents workshops from across the UK, ensuring consistent offerings of training across the Young People's Gambling Harm Prevention Programme.

Who are we looking for?

For this position we require someone who has previous experience of working within an education setting, or who has experience of delivering training within a similar setting. The successful applicant will also have previous experience working with children and families. You will also have a good understanding of marketing and sales strategies to promote engagement with target audiences (teachers, youth workers, parents, carers, early help professionals and professionals working with children in care). The ideal candidate will be forward thinking and able to contribute to the wider success of the National Education Programme.

Key tasks and responsibilities

Duties will include but not be limited to:

- Developing stakeholder engagement, leading the recruitment of delegates from schools, youth work providers, parents, professionals from early help settings and those who work with children in care.
- Keeping accurate records of delivery and manage data relating to the programme, utilising our CRM system.
- Delivery of YGAM workshops (online and face to face).
- Providing support to schools to implement the YGAM curriculum.
- Working closely with YGAM colleagues to promote the wider programmes through your engagement with schools, colleges, youth work groups and parent groups.
- Sending out joining instructions and delegate packs via our CRM system to delegates prior to workshops.
- Recording attendance and email delegates post workshop to gather feedback.
- Working with the wider YGAM team to follow up workshops and training to acquire evidence of completed work, case studies etc.

- Attending conferences, seminars, educational and organisational events to support our work.
- Attending support sessions with line manager (both remotely and in person).

Person Specification:

Essential Experience:

- Educated to degree level or have equivalent demonstrable experience.
- A detailed understanding of education and how to engage in this sector across all key stages.
- Experience of delivering education or training materials
- Previous direct experience working with children and families.
- Outstanding verbal and written communication skills
- Outstanding networking skills
- Outstanding understanding of IT applications (MS Word, Excel & PowerPoint especially).
- Prior experience of developing and delivering a sales pipeline.
- Self-administrating experience.
- Prior experience of selling a product or service.
- Public speaking experience
- Employment rights to live and work in the UK.

Desirable Experience:

- Self-administrating experience.
- Ability to work in a highly organised manner with a keen eye for absolute detail.
- Experience utilising and working with Salesforce (or similar CRM)
- Experience of initiating and driving projects to achieve agreed outcomes.
- Clear passion for YGAM's cause and the desire to work successfully as part of a high performing team driving growth.
- Direct experience of working within education or mental health is desirable.

At YGAM, we are committed to safeguarding and protection of children and vulnerable people in our work. We will do everything possible to recruit only suitable people to work with children or vulnerable people. It will be a requirement for the chosen candidate to undertake an Enhanced DBS check.

YGAM is an equal opportunity employer. It is YGAM's approach that all employees have a working environment which promotes dignity and respect and where individual differences, and the contributions made are recognised and valued.