

Title	Content Development Lead
Reports to	Head of National Programme
Salary	£30,285 per annum
Hours	37.5 hours (flexible)
Contract Type	Full Time
Location	Remote based 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 English Gambling Education Hub with GamCare and partners. This role will oversee the development and coordination of the national film competition (an opportunity for schools to showcase their learning following training by YGAM); oversee the development of the Hub's training resources and create a variety of resources and content to support the Hub's activities.

Who are we looking for?

To be successful in this post, we require someone with previous experience of working within an education setting with responsibility for resource development. You will have excellent networking skills, able to work closely with schools and partner organisations involved in the English Gambling Education Hub. You will have the creative and professional knowhow to develop and produce resources and training materials. The ideal candidate will have project management skills and will be forward thinking; able to contribute to the wider success of the National Education Programme and English Gambling Education Hub.

Key tasks and responsibilities

Duties will include but not be limited to:

The National Film Competition

- Develop, lead, and coordinate the National Film Competition as part of the English Gambling Education Hub
- Develop relationships at a national level with key stakeholder groups, coordinating with the Hub's Network and Event Coordinator to ensure consistent stakeholder management.
- Support the wider team to develop opportunities for schools to engage in the National Film Competition, where groups of young people generate films to raise awareness of gambling harms.

Training for professionals

- Develop content for new e-learning modules for professionals, covering needs-gaps such as Young Adults or Family Work, including working with an external e-learning developer and coordinating their work.
- Develop training materials and presentations to enhance the capability of Youth Services, Family Services, Formal Education, and other services in England to provide early intervention and prevention regarding gambling harms to young people.

Resource design

- Using insights gathered by the Hub's Network and Event Coordinator, work with YGAM's design team to develop content and resources aimed at professionals including digital leaflets, data charts and social media content.
- Oversee the visual identity of the Hub, working with others to ensure brand consistency across the partnership
- Ensure all work is legally compliant and culturally appropriate.
- Design and develop content for the Hub's online portal, in collaboration with the Digital Development Lead.

General duties

- Work with the Head of National Programme (YGAM) and Project Manager at GamCare to support with the English Gambling Education Hub
- Given that the Hub Team will be made up of staff across different partner organisations, each member of the team is responsible for collaboration, information sharing and creating a 'one-team' feel.
- Report to YGAM Line Manager and GamCare Matrix Manager
- Operate within agreed timescales meeting the KPIs set by the funder.
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Person Specification:

Essential Experience:

- A detailed understanding of youth services, family services and formal education.
- Experience of writing and developing content and resources for training and learning
- Experience producing design briefs for content and resources
- Proven knowledge and demonstrable commitment to safeguarding and promoting the welfare of young people.
- Educated to degree level or equivalent demonstrable experience.
- Outstanding verbal and written communication skills.
- Strong relationship management skills and the ability to deal with varied internal and external stakeholders and suppliers
- Competent and confident user of IT and Microsoft applications (Microsoft Teams, Word, Excel & PowerPoint especially)
- Ability to work in a highly organised manner with a keen eye for absolute detail.
- Prior project management experience with the ability to drive projects to achieve agreed outcomes.
- Ability to work autonomously with Self-administrating experience.
- Employment rights to live and work in the UK.

Desirable Experience:

- Experience of selling a product or service.
- Demonstratable 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.
- Experience of matrix management

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.