

**Who are we?**

Ygam is an award-winning charity whose vision is to ensure that every child and young person is resilient to, and safeguarded against, gaming and gambling harms.

Our Mission is to prevent children and young people from experiencing gaming and gambling harms through awareness raising, education and research.

As we embark upon an exciting new three-year strategy, this is a great opportunity to play an active part in shaping the future of Ygam.

**Why choose Ygam?**

Ygam has grown quickly over the last few years and continues that sustainable growth plan, with more recruitment planned during 2023.  Ygam currently employs around 40 staff, but we expect to be circa 55 staff by the end of 2023.

We endeavour to create a unique, engaging work environment where our employees believe in and live our values (Integrity, Empathy, Innovation, and Empowerment). With a fully remote working team, we embrace the diverse needs of our staff group, providing a supportive and enjoyable environment. Our aim as a People Team is to provide a great working culture, where our people are valued and empowered to make a difference.

In return for your passion, dedication, and hard work you will be rewarded with the following:

* An incredibly generous holiday entitlement starting at 28 days, increasing to 29 and 30 days with 2- and 5-years’ service (in addition to Bank Holidays).
* We also offer enhanced paid leave during our annual December shutdown.
* Fully supported home working environment, including home office equipment, and flexibility over hours worked.
* Competitive Family-friendly policies, including enhanced Maternity & Partner leave/pay.
* Life Assurance Scheme
* Up to 6% matched pension contribution.
* Employee Assistance Programme, inclusive of 24/7 GP appointments & telephone counselling.
* Simply Health Cash Plan, including Contribution to Dental, Optical, Physiotherapy, Osteopathy, Chiropractic, Acupuncture, Podiatry and Reflexology costs.
* A broad suite of Continuous Personal Development (CPD) opportunities.

Ygam has received the Investors in People Accreditation and are a recognised Investors in People employer. Ygam has also been awarded the Armed Forces Covenant and has signed the Menopause Workplace Pledge.

Do you have the skills, personality, and ambition to help us write our next chapter? This is an exciting time at Ygam as we grow our reach and the impact of our work. We are looking for people to help us expand, develop, and excel.

If you think you meet the requirements below and would like to join us, please find an application form at <https://www.ygam.org/join-ygam/>

**Job Description**

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| **Title**  | Programme Lead:  Education, Sports, and Youth |
| **Reports to**  | Head of Programmes  |
| **Pay Grade**  | Programmes & Delivery |
| **Salary Scale**  | P3b £39,107  |
| **Hours**  | Full-time, 37.5 hours per week |
| **Location** | Remote (Homeworking) |

**Main Role & Responsibilities**

The post holder will lead on the Young People’s Gambling Harm Prevention Programme (YPGHPP), delivered in partnership with GamCare. The post holder will take responsibility for the devolved nations and all sports, trust and foundations delivery, working closely with Programme Lead: Education and Programme Lead: Parents and University and Student Engagement.

Line managing staff across Wales, Northern Ireland and those who work within the sports sector initially, the Programme Lead: Education, Sports and Youth will support the delivery of the YPGHPP. They will need to ensure all relevant documentation is uploaded to staffs HR folders, manage leave, absences, and the tracking of KPI’s working closely with the Programme Data Manager.

They will work strategically with peers to ensure that in 2023, Training and Engagement Managers train 3,259 professionals who have an estimated reach of working with 771,800 young people and be able to demonstrate the impact of this work through case studies.

**Who are we looking for?**

Ygam is seeking a forward thinking, innovative leader, who has the ability to be adaptable with excellent interpersonal skills and the ability to adapt to a fast-changing environment. They must be able to manage their time effectively and also support others where necessary.

The successful candidate will be dedicated to making a difference to children and young people with preferable experience of working within education or a sports facing youth role, and they will be looking to help develop an already successful programme.

We are looking for someone who already has an understanding of curriculums across the nations or someone who is willing to learn about these to support staff with implementation and resource development.

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.

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.

**Role Requirements**

Duties will include but not be limited to:

*Day to day tasks:*

* Work collaboratively with other members of the Delivery Leadership Team on both the Young People’s Gambling Harm Prevention Programme and the Ygam portfolio of programmes.
* Develop relationships across England, Wales, Scotland and Northern Ireland to position Ygam and increase the number of practitioners attending our workshops.
* Attend conferences , seminars, educational and organisational events in support of or representing the Chief Executive.
* Assume leadership of and drive your work to achieve the agreed outcomes.

*Performance management:*

* Line Manage your delivery team, including updating BreatheHR, ensuring KPI’s are being met, annual leave requests and absence/sickness.
* Review monthly, quarterly, and annual progress against KPI’s.
* Support and lead the team to develop highly visible, effective, and quality workshops.
* 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.
* Support and lead the team to embed Ygam into the local communities where the charity is based, reaching out specifically to education organisations and sporting organisations, who support the development of vulnerable young people.
* Set clear objectives for staff to continuously review and conduct monthly 1-1’s.

*Learning & Development:*

* Support staff with identifying any gaps in knowledge and CPD requests.
* Encourage a culture of excellence, where individuals always want to strive for more.
* Ensure staff have completed relevant CPD on platforms such as IHasco.
* Contribute to a monthly education team meeting discussing best practice, KPI’s and identifying areas for improvement within the programme.

*Administration:*

* Ensure data is accurate, utilising CRM system to manage delivery and feedback, operating within a continuous review, and improvement cycle.
* Ensure all records are maintained in accordance with GDPR/data protection legislation.

*General:*

* Work with partner organisations identifying opportunities for collaboration and the sharing of best practice.
* Communicate with the Head of Programmes to provide clear, concise, and timely updates.

**Person Specification**

*Essential:*

* Educated to degree level or have the equivalent experience.
* A detailed understanding of children and young people’s services, including: Local Authority Partnerships, Education, Sporting Trusts and Foundations and Youth work.
* An understanding of the education system in England, Wales, Northern Ireland and Scotland.
* Project management experience, including projects across different geographical regions within the UK.
* Experience of driving projects to achieve agreed outcomes.
* Ability to work in a highly organised manner with a keen eye for absolute detail.
* Self-administrating experience.
* Outstanding verbal and written communication skills.
* Outstanding understanding of I.T applications (Microsoft word, excel, access & PowerPoint especially).

Desirable:

* Outstanding networking skills.
* Has experience of leading the full range of employee HR processes.
* Previous experience of working in the charity sector.

The successful applicant will be subject to reference checks, an Enhanced DBS check, and must have Employment rights to live and work in the UK.

**Key Core Competencies**

**DRIVE**

Authentic – Team Leader/Subject Matter Expert

* Takes responsibility for decisions even when they are challenged and encourages others to ask questions.
* Proactively seeks feedback in areas where lacking appropriate expertise and helps others to identify the limits of their capabilities.
* Has the courage to stand by actions and decisions.
* Is open and transparent and facilitates others to be the same.

Authentic – Functional Lead

* Creates a culture where staff are not afraid to challenge or admit to mistakes.
* Works within the limits of own and the organisation's capability.
* Consistently role models professional principles, values, and personal integrity in order to build trust.
* Enhances the brand.

Passionate – Team Leader/Subject Matter Expert

* Remains composed in the light of adversity.
* Encourages the team to proactively initiate activities.
* Gets others to strive for more.
* Helps others to deal with difficult situations and recover from setbacks.

Passionate – Functional Lead

* Creates a high performance, action orientated culture.
* Motivates and encourages appropriately.
* Strives to help Ygam reach its full potential.
* Injects pace and purpose into the organisation's activities.

Knowledgeable – Team Leader/Subject Matter Expert

* Recognised for their specialist knowledge.
* Takes time to pass own expertise to others.
* Provides opportunities for others to learn and develop.
* Ensures that the work of others is completed to a high standard.

Knowledgeable – Functional Lead

* Draws upon own wide knowledge and experience to provide insight, advice, and opinions on complex issues.
* Recognises and secures the talents and expertise required for the future.
* Creates a culture that allows individuals to learn and develop.
* Coaches and mentors others to reach their full potential.

**INSIGHT**

Business Aware – Team Leader/Subject Matter Expert

* Demonstrates broad business thinking and sound commercial judgement.
* Focuses on the achievement of organisational targets.
* Balances immediate issues with the longer-term picture.
* Identifies and adopts best practices from other organisations and the external environment.

Business Aware – Functional Lead

* Takes into account external socio-economic, political and market factors when making strategic decisions.

Gets Things Done – Team Leader/Subject Matter Expert

* Sets departmental plans that align to the Ygam strategy.
* Delegates appropriately.
* Reschedules the team's priorities and timescales in light of changing requirements to ensure the team consistently achieves results.
* Identifies the impact of work outputs and measures achievement against them.

Gets Things Done – Functional Lead

* Sets the business plans for their functional area and contributes to the Ygam strategy.
* Adapts style to manage different individuals.
* Monitors others’ performance against agreed targets.
* Ensures the resources required are available to successfully deliver results.

Innovative – Team Leader/Subject Matter Expert

* Anticipates and proactively drives change.
* Inspires others to innovate.
* Encourages those around them to be inquisitive and to adapt and respond to quickly changing demands.
* Helps others through periods of change.

Innovative – Functional Lead

* Supports and drives innovation and new initiatives.
* Ensures Ygam is able to adapt and respond to quickly changing demands.

**PEOPLE**

Impactful – Team Leader/Subject Matter Expert

* Anticipates the perspectives of others and addresses any of their concerns.
* Develops confidence and influence across the team.
* Develops an influencing plan that uses a variety of approaches tailored to different audiences.
* Builds support for ideas.

Impactful – Functional Lead

* Gains acceptance of ideas and strategies by relating them to organisational needs and goals.
* Actively influences the external environment through spotting opportunities and actively building relationships.
* Develops specific influencing strategies targeted towards different individuals, groups, or parties.
* Deals effectively with situations where there is strong opposition or potential conflict.

Collaborative – Team Leader/Subject Matter Expert

* Empathises with others' perspectives to facilitate successful teamworking.
* Instigates collaborative activities to improve relationships and organisational performance.
* Proactively builds diverse teams in order to increase effectiveness.
* Engages in difficult conversations where necessary.

Collaborative – Functional Lead

* Creates an environment where collaboration is recognised and valued.
* Drives forward initiatives that promote information sharing and cross-functional working.
* Advocates for and defends a culture where everyone is valued and respected.

Connected – Team Leader/Subject Matter Expert

* Supports networking capability across Ygam.
* Takes into account the emotional drivers and responses of individuals when making decisions and taking action.
* Manages stakeholder relationships and processes, maintaining an appropriate level and degree of contact.
* Uses feedback to inform business plans, projects, and priorities.

Connected – Functional Lead

* Networks with others in their field and beyond, both internally and externally.
* Champions a culture that reinforces the importance of building and maintaining effective stakeholder relationships.