

**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**  | Training and Engagement Manager: Northern Ireland   |
| **Reports to**  | Programme Lead: Education, Sports, and Youth  |
| **Pay Grade**  | Programmes & Delivery  |
| **Salary Scale**  | Manager P3e- P3d (£28,146 - £31,800) |
| **Contract Type** | Permanent |
| **Hours** | Full-time, 37.5 hours per week |
| **Location** | Remote (Homeworking) |

**Main Role & Responsibilities**

To work as part of our national programme: The Young People’s Gambling Harm Prevention Programme. To lead the recruitment of delegates for the Ygam City & Guilds assured programme, recruiting delegates from the education and youth work sectors within Northern Ireland. To be responsible for the delivery of our assured workshops and promoting the work of Ygam at conferences and events.

They will work as part of a team to ensure that in 2023, the Young People’s Gambling Harm Prevention Programme recruit collectively across all regions, 3,259 professionals to attend our train the trainer workshops, who have an estimated reach of working with 771,800 young people and be able to demonstrate the impact of this work through collating case studies through an individual KPI per month. You will also deliver the training both online and face to face where needed and provide support to those who have attended post workshop, updating all relevant records and CRM systems.

**Who are we looking for?**

Ygam is seeking a proactive, adaptable, creative, resilient individual, who has the ability to work remotely as part of a team and autonomously. They must have outstanding communication skills, be highly organised, and a team player.

The successful candidate will be dedicated to making a difference to children and young people with experience of working within education or a youth sector role, with a solid understanding of the Learning for Life and Work curriculum They will be looking to make a difference within Northern Ireland on promoting gaming and gambling harm awareness.

We are looking for someone who already has an understanding of the Learning for Life and Work Curriculum in Northern Ireland and the difficulties both professionals and children and young people face.

**Role Requirements**

Duties will include but not be limited to:

*Day to day tasks:*

* Develop stakeholder engagement, leading the recruitment of delegates from schools, youth work providers and children’s services.
* Develop a strong pipeline of delegates to attend the workshops delivered by Ygam.
* Deliver the Ygam portfolio of workshops (online and face to face).
* Provide support to schools and organisations to implement the Ygam curriculum.
* Work closely with The Programme Lead: Education, Sports, and Youth to develop objectives and review individual performance.
* Work autonomously and as part of a dedicated and supportive team.
* Sign post schools to the Parent Hub to increase parent awareness.

*Learning and Development:*

* Self-identify any gaps in knowledge and any CPD to help you do your role effectively.
* Ensure all relevant CPD is completed and up to date on platforms such as IHasco
* Attend support sessions with line manager (both remotely and in person).
* Record performance in your monthly 1-1’s with your line manager.

*General:*

* Develop Ygam’s presence in Northern Ireland within the education and Youth sector working closely with partner organisations.
* Work with the wider Ygam team to follow up workshops and training to acquire evidence of completed work, case studies etc.
* Work closely with Ygam colleagues to promote the wider programmes through your stakeholder engagement.
* Identify and attend conferences, seminars, educational and organisational events to support our work.
* Meet monthly with partner organisations to ensure best practice is being shared and identify opportunities for collaboration where possible.

*Administration:*

* Send out joining instructions via our CRM system to delegates prior to workshops.
* Record attendance and email delegates post workshop to gather feedback.
* Ensure all records are maintained in accordance with GDPR/data protection legislation.

**Person Specification**

*Essential:*

* A detailed understanding of education within Northern Ireland and the Learning for Life and Work Curriculum and how to engage in this sector across all key stages.
* Stakeholder engagement experience across Children’s services
* Outstanding verbal and written communication skills
* Outstanding understanding of IT applications (MS Word, Excel & PowerPoint especially).
* Experience of developing and delivering a sales pipeline and achieving KPI’s.
* 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.
* Prior experience of working within education.
* Prior experience of selling a product or service.
* Experience of working collectively as a team to meet targets.

*Desirable:*

* Public speaking experience
* Outstanding networking skills
* Experience utilising CRM systems.
* Willingness to travel where necessary for the role.

The successful applicant will ideally be based in Northern Ireland, and 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

* 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.

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

* 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

* Focuses on the achievement of organisational targets.
* Balances immediate issues with the longer-term picture.

Gets Things Done – Team Leader/Subject Matter Expert

* Delegates appropriately.
* Identifies the impact of work outputs and measures achievement against them.

Innovative – Team Leader/Subject Matter Expert

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

**PEOPLE**

Impactful – Team Leader/Subject Matter Expert

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

Impactful – Functional Lead

* Actively influences the external environment through spotting opportunities and actively building relationships.
* Develops specific influencing strategies targeted towards different individuals, groups, or parties.

Collaborative – Team Leader/Subject Matter Expert

* Empathises with others' perspectives to facilitate successful teamworking.
* Instigates collaborative activities to improve relationships and organisational performance.
* Engages in difficult conversations where necessary.

Collaborative – Functional Lead

* 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

* Champions a culture that reinforces the importance of building and maintaining effective stakeholder relationships.