



DIGITAL PROJECT MANAGER

Applicant Pack

March 2024

Digital Project Manager – Role Details:

Salary:	Spinal Point Q3a – £42,626 per annum FTE (Plus £3,087 LDN Weighting per annum (where applicable))
Contract type:	Fixed-term (12 month contract)
Location:	Remote working
Travel Requirements:	Expectation of occasional travel
Work pattern:	Full-time; 37.5 hours per week. Open to flexible working requests/part-time job share.
Reporting to:	Director of Digital & Quality Assurance

To apply:

Please submit your CV and a covering letter (maximum of two sides) via Charity Jobs by **12:00pm** on **Friday 19th April 2024**.

Your covering letter should include:

- Your motivations for applying to Ygam.
- How this role fits into your wider career plans.
- Any experience (professional, voluntary, lived, or other) relevant to this role in line with the criteria outlined in the person specification.

Recruitment Timeline:

First interview	w/c 29.04.24
Second interview	w/c 06.05.24

If you would like to discuss this role further, then please contact **Kevin Orchard (People Director)** via **recruitment@ygam.org**

Thank you for your interest in joining Ygam.

We are a charity born out of lived experiences and our whole team is passionate about and inspired by our mission; to prevent children and young people from experiencing gaming and gambling harms through awareness raising, education and research.

We are all too aware of how young people used gaming to cope with the challenges of the past three years, COVID lockdowns, the isolating effect of home-schooling and chronic youth loneliness. Young people have faced disruption to their education and their social development, and this disruption is likely to continue to affect their mental and physical health as they enter adulthood. Families are being further impacted by the increased cost of living, no doubt most significantly affecting those who feel the greatest burden due to inequalities in our society. Public services are stretched. Gaming can offer many children and young people an enjoyable escape from their reality, a place to connect with others, and a pastime that is skilful as well as enormous fun. Gaming is a pastime that can easily drift into several hours each day. Wellbeing issues are a reality for many young gamers and over 40% of secondary school age children spend their own money on gambling.

Prevention of these harms is an increasingly essential part of protecting young people growing up in a digital world. And we know that prevention is always better than cure.

We are excited to welcome you to the Ygam team and will work with you to ensure that the time you invest in us is rewarding, enjoyable and that you thrive professionally.



Dr Jane Rigby
Ygam Chief Executive Officer



About Ygam

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 fantastic opportunity to play an active part in shaping the future of Ygam.

The charity was established in 2014 because of the lived experience of our founders. Together they were determined to use education as a tool to raise awareness and help safeguard future generations against gaming and gambling harms.

To achieve our vision, we train thousands of people who have influence over the lives of young people each year, including teachers, youth workers, university staff, healthcare practitioners, faith leaders, and parents.



A pdf of Strategy 2023 and Impact Report 2022 are provided with this application pack. We are focused on delivering our strategy of 'Safeguarding our Digital Generation.' The Strategy outlines three Strategic Pillars and three Enabling Pillars, all interlinked with common themes and designed to move us closer to delivering our vision and mission.

About the Role

The post holder will work as part of the Digital & QA Team reporting to the Director of Digital and QA. This role will primarily be responsible for project managing the development of Ygam's new website from concept to handover in addition to some of Ygam's other planned digital projects. It requires strong communication skills to build and develop effective relationships with internal and external stakeholders including the external developer.



Why choose Ygam?

Ygam has grown quickly over the last few years and continues that sustainable growth plan, with more recruitment planned during 2024. Ygam currently employs around forty-five staff, but we expect to be circa fifty-five staff by the end of the next financial year.

We offer a working environment where everyone can contribute to a great working culture, where people are valued and empowered to make a difference. With a fully remote working team, we embrace the diverse needs of our staff group, providing a supportive and enjoyable environment. We welcome the broadest range of talented people and are committed to inclusivity and equitable opportunities. We positively encourage applications from all sections of society and are particularly interested in attracting applications from candidates with lived experience of gaming and gambling harm, and from diverse and underrepresented groups.

We also try to create a unique, engaging work environment where our employees believe in and live our values. These Core Values enable us to pursue our mission and are at the heart of everything we do:

- **Integrity** – we strive to do the right thing. We are open to challenge as a path to improvement.
- **Empathy** – we are inclusive. We ensure our work considers and reflects the needs of those we support.
- **Innovation** – we are future facing. We generate fresh opportunities and ways of working which match our ambition.
- **Empowerment** – we make a difference. We provide the tools and environment for people to create positive change.



Benefits at Ygam

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

- A generous holiday entitlement starting at 28 days, increasing to 29 and 30 days with two- and five-years' service (in addition to Bank Holidays).
- We also offer two weeks of additional paid leave during our December/New Year 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.



Roles and Responsibilities

Role Requirements

Duties will include but not be limited to:

Project Management: Website development

- Lead the process to procure external developers for the online portal and manage the relationship with the appointed developer. Maintain the project plan, monitoring progress and ensuring milestones are met.
- Manage relationship with appointed developer.
- Engage and consult with internal and external stakeholders, enabling scoping exercises to capture all required functionality and specifications, and developing risk logs, to ensure the website meets user requirements.
- Anticipate potential issues and dependencies, highlight project risks and develop proactive mitigation plans.
- Manage web development budget.
- Operate within agreed timescales.
- Be collaborative, efficient, analytical with great diligence, ensuring consistent improvement in the quality of our outputs.

Project Management: Additional digital projects

- Additional digital projects as identified in line with Ygam Strategy including Safer Gambling training development, working with internal and external stakeholders.

This is not an exclusive or exhaustive list. Its purpose is to provide a broad outline of the role within which the changing needs of Ygam and annually set objectives can be accommodated. Ygam is currently a small team which requires flexibility from and for all involved. There is an expectation that other duties, tasks, and responsibilities will be required.

Person Specification

Essential

- Proven experience of digital project management working with an agile methodology to manage and deliver a development project from briefing, scoping, testing to overall implementation and review. This will include user story mapping, design, and working with developers to achieve a goal – 3/5 years experience.
- Proven experience of managing multiple projects
- Excellent communication and interpersonal abilities
- Strong organisational skills
- Thorough understanding of agile development methodologies, values, and procedures
- Excellent analysis and presentation skills, including the ability to convey complex ideas in a concise, actionable form.
- Experience of engaging and collaborating with multiple stakeholders in delivering projects
- Diligence and high standards of accuracy
- Ability to problem solve and use initiative.
- Ability to work effectively both independently and as part of a team.
- Ability to organise own workload, with minimum supervision.

Desirable

- Experience of working in the youth, education, health sectors.
- Experience of working with senior volunteers, influencers, and advisers to achieve fundraising success (e.g. peer-led or peer-to-peer).
- Experience of leadership including working with, influencing, and reporting to senior leadership teams and Boards.
- Clear passion for YGAM'S cause and the desire to work successfully as part of a high performing team driving growth.
- Demonstrable commitment to Equality, Diversity, and Inclusion.

The Person Specification continues on the next page ...

Person Specification (continued)

Additional Preferred Skills/Demonstrable Qualities

- Organisation, juggling priorities and getting things done.
- Relationship building at all levels.
- Presentation skills including chairing or facilitating meetings.
- Proactive, flexible, adaptable, and responsive to change.
- Collegiate, collaborative with strong motivation to work with others to deliver results.
- Able to work independently, with initiative in solving day-to-day problems with limited direction.
- Accountable for themselves and their team.
- Committed to personal learning and improvement.
- Interested and motivated to keep abreast of sector trends and best practices.
- Adaptable to working occasional evenings and weekends as required.

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.

Ygam is committed to fundraise in a way that is legal, open, honest, and respectful. We are registered with the Fundraising Regulator, and you will be expected to adhere to the Code of Fundraising Practice.