



# Head of Delivery - University & Student Engagement

## Candidate Application Pack

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**Young Gamers and Gamblers Education Trust**

Young Gamers and Gamblers Education Trust, 71 – 75 Shelton Street, Covent Garden, London, WC2H 9JQ.

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YGAM™ is the trading name of Young Gamers and Gamblers Education Trust and registered Trademark: UK00003114184.

## Introducing YGAM

YGAM is a UK-Registered Charity which builds digital resilience in young people, students and vulnerable adults. Our vision is that **all young and vulnerable people are safe from gaming and gambling related harms**.

To achieve this, our social purpose is to **'inform, educate and safeguard young people against problematic gambling and social gaming'**.



### We enhance understanding

through research and evaluation  
YGAM aims to enhance the UK's understanding of gambling, gaming and related harm, specifically amongst young and vulnerable people.



### We educate practitioners and student peer mentors

to help young and vulnerable people YGAM develop and deliver training courses to professionals and volunteers who support young people at risk from problem gambling or gaming.



### We increase awareness

through information and dialogue YGAM increases awareness of youth gambling and gaming as a public health issue with policy-makers, educators the industries themselves and key influencers.

To achieve this, YGAM delivers its mission and therefore its social purpose in three ways:



**Practitioner Workshops:** YGAM delivers accredited training to practitioners, enabling them to deliver the YGAM gambling-related harm-prevention programme.



**Peer Education projects:** YGAM works in partnership with universities to train year two & three students to become YGAM peer mentors who programmes and campaigns within their universities and local communities.



**Research:** through the delivery of the above two products, a programme of research into the attitudes, thinking and behaviours of young people and gambling / social gaming will be created to establish a global research network, specifically targeting teenagers and young adults.

YGAM increases awareness of youth gambling and gaming as a public health issue with policy-makers, educators the industries themselves and key influencers. Our Programmes and Services also contribute to the emerging National Strategy to reduce gambling harms 2019 - 2021. In particular YGAM's impact contributes to



**Priority Action 1: Research to inform action**



**Priority Action 2: Prevention**



**Priority Action 3: Evaluation of the National Strategy**

YGAM Innovation Limited (trading as Gameplan) as a wholly-owned trading subsidiary of YGAM, offering two products which contribute to the emerging National Strategy 2019 - 2021 to reducing gambling harms, namely priority Action 5: Industry Collaboration. Gameplan will work collaboratively to develop and deliver recognised City & Guilds and Pearson courses & qualifications for colleagues working in customer facing roles and an Apprenticeship Standard for the gambling industry.



# We are looking for an exceptional candidate to join our team as our Head of Delivery - University & Student Engagement.

YGAM is proud to be a living wage employer.

Welcome to YGAM and thank you so much for your interest in the role of Head of Delivery – University and Student Engagement. We have recently agreed a new three-year strategy for YGAM which is supported by a fresh focus on our work with students in Higher Education and our recent change of name to emphasise the importance of gaming and digital resilience in our work with young people. Through our new strategy we want our work with students at university to lead the sector in preventative education around gambling and gaming related harm and be a recognised voice of young people studying at higher education levels throughout the UK. We have secured funding to start up-scaling this work with the aim of partnering with over 55 universities by end 2021. For young people aged over 18 our experience shows that a peer to peer model for engaging in the issues YGAM is seeking to address is the most effective approach so you will champion and develop the peer to peer model. As the Head of Delivery – University and Student Engagement, you will be joining YGAM at a pivotal point to take us from 5 established partnerships to complete the formation of 10 fully developed collaborations and then lead the project to embed the right operating model working with HE establishments, through their University or Students Unions, establishing partnerships with a total of 55 universities over the next 2 years.

We are seeking someone with experience of student engagement an HE or FE context. You will be familiar with the challenges and issues students face at university and be skilled at building relationships and partnerships at senior levels. You will have extensive experience of working directly with students, managing and motivating people to achieve stretching, yet realistic, goals. Being highly organised, having an eye for detail and the drive and determination to make this opportunity a success within a start-up organisation are also essential qualities. It would be an advantage if you have fundraising / income generation experience to help us raise the income needed for the long-term work with students in higher education.

This senior leadership role reports directly to the Chief Executive and will be a member of the charity's senior leadership team. This full time, permanent role is home-based and can be located anywhere in the UK. Regular travel to partner locations and to YGAM meetings/events will be required. YGAM's internal meetings currently take place in London and Leeds at least monthly.

The role is set at band 6 on our salary scale and offers a competitive salary starting of £32,000 pa. We only accept applications through our website with CV and full supporting statements. To apply for the role please submit an up-to-date CV and a supporting statement (maximum two sides of A4 each please) via our website. In your supporting statement please outline your experience against the key accountabilities, the skills, knowledge and experience requested, and relationship management capabilities. The closing date is Tuesday 07 May at 1200, and all received applications will be acknowledged. Interviews will take place on Wednesday 15<sup>th</sup> May in Nottingham and Friday 17<sup>th</sup> May in Leeds. Please make sure you can attend either of those dates.

YGAM are proud to be recognised as an Investors in People organisation, guaranteeing you a purposeful job with plenty of development and career opportunities for the right person.

Good luck with your application and thank you so much for your interest in our work.

Yours faithfully



**Mike Wojcik**  
Chair of Trustees

Yours faithfully



**Lee Willows**  
Chief Executive

## Job Description – Head of Delivery – University & Student Engagement

**Title:** Head of Delivery – University & Student Engagement

**Reports to:** Chief Executive (initially)

**Hours:** 37.5 hours per week. Normal working hours are 0900 – 1700 five days per week. It is expected that the post-holder will work flexibly around these hours to meet business requirements and deadlines. No overtime is payable, although TOIL (time off in lieu) may be taken by agreement with your line manager for additional hours worked.

**Salary:** Starting salary of £32,000pa (band 6) depending on experience and qualifications with the potential to rise based on performance

**Probation period:** Six months

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### Job Purpose

The post holder will lead the YGAM University & Student Engagement portfolio, working with higher education partners and a team of Community Development Managers (part-time employed students) to deliver a peer-led model of engagement with young people, focused on the HE sector and their partners.

More specifically, you will work collaboratively with the team to ensure YGAM reaches an evidenced 70,000 students with our first 10 partner institutions, procure partnerships with new HE institutions and help secure further funding for the sustainability of this strand of work.

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### Key Accountabilities

- Build partnerships with key HEI providers, their students' unions and well-being teams and other appropriate student-facing partners.
- Recruit, develop and manage student leaders at each partner organisation to shape and deliver relevant peer education programmes.
- Deliver regular events at partner organisations to engage with young people.
- Develop links with student societies and volunteers, where appropriate, to deliver sustainable ongoing engagement with young people.
- Continue to grow and develop accredited training and campaign tool-kits to support our staff and volunteers.
- Enhance the understanding of gambling, gaming and related harm, specifically amongst students in the HE sector.
- Working in collaboration with the Education Delivery team, support student leaders to engage in the local communities where their university is based, reaching out specifically to youth organisations who support the development of young people to offer YGAM workshops and events,
- Foster an entrepreneurial spirit among the team to maximise the opportunities that arise from national campaigns around mental health, digital resilience, e-safety, financial capability and independent living.
- Facilitate the evaluation of YGAM's effectiveness including assessing workshop outcomes, impact and developing case studies.
- Attend conferences, seminars, educational and organisational events to raise the profile of YGAM and its work, including speaking at events and representing the Chief Executive where appropriate.
- Actively engage in your own development and monthly performance and progress sessions with the Chief Executive and the Chair of the People and Transformation Committee (subcommittee to the YGAM Trustee Board).

## The Disclosure & Barring Service (DBS) – disclosure

This post is subject to a DBS disclosure that is of satisfaction to the Board of Trustees at YGAM. As a UK Registered Charity we promote equality of opportunity and welcome applications from all candidates. Criminal records will be taken into account for requirement purposes only when the conviction is relevant.

All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. While YGAM waits for the disclosure results from the DBS, training and other admin duties can be commenced by the applicant (part paid, part unpaid). The cost of the DBS disclosure and registration to the DBS subscription service will be met by YGAM.

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## Person Specification – Head of Delivery – University & Student Engagement

### Qualifications

- Educated to degree level or have equivalent experience.

### Essential Skills and Knowledge

- Detailed understanding of further education and university campus engagement.
- Outstanding verbal and written communication skills.
- Strong networking skills.
- Good understanding of Office applications (including Microsoft Word, Excel, Access & PowerPoint).
- Good understanding of social media and digital technology and how to apply it to a student and HE context.

### Essential Experience

- At least seven years project and / or people management experience, including line managing staff and complex, multiple projects across different geographical regions.
- Building partnerships and strong working relationships.
- Experience of working with students, or young people over the age of 18.
- Experience of leading the full range of employee HR processes including recruitment, performance reviews, personal development and people motivation.
- Experience of initiating and driving projects to achieve agreed outcomes.
- Ability to work in a highly organised manner with a keen eye for absolute detail.
- Self-motivated and confident.
- Direct experience of working within a lean, but highly effective start-up and the challenges and opportunities that brings.

### Desirable Experience

- Experience of developing and delivering fundraising initiatives.
- Direct experience of working within education, students' unions, universities, well-being or mental health.
- The post holder will be responsible for ensuring adherence to YGAM's policies and procedures.

## Key Relationships

### External

- University, higher education and/or students union partners
- Students and student bodies.
- Local Community Organisations
- Corporate partners who support YGAM's student engagement work and other initiatives
- Funders (local Charitable trusts)

### Internal

- CEO, Senior Leadership and wider staff team (daily)
- Board of Trustees (quarterly)
- Volunteers (regularly)

## Introducing the YGAM Salary Structure

The YGAM salary structure consists of 'bands and grades' as defined below. Each band will have a minimum criteria and experience requirement. Additionally, each band has two grades; 'entry' and 'skilled'. Employees move through the bands based on meeting the criteria and their actual performance / results achieved on the job.

We have alighted this post to have a starting salary at salary band 6.

Band	Grade (Entry or Skilled level) – based on FTE	Criteria	Project Management Experience
One (Community Development Manager / Worker)	Entry: £17,100	<ul style="list-style-type: none"> <li>Be a current student within a university studying a relevant degree or higher.</li> <li>Meet all essential parts of personal specification.</li> <li>Have a commitment to the social purpose of YGAM</li> </ul>	N/A
	Skilled: £19,000		
Two (Project Manager)	Entry: £22,000	<ul style="list-style-type: none"> <li>Meet all essential parts of personal specification.</li> <li>At least one years evidenced project management experience.</li> <li>Consistent performer who meets all targets set.</li> <li>Have a commitment to the social purpose of YGAM.</li> </ul>	1 year
	Skilled: £24,000		
Three (Project Manager)	Entry: £25,000	<ul style="list-style-type: none"> <li>Meet all essential parts of personal specification.</li> <li>At least three years evidenced project management experience with experience of managing volunteers.</li> <li>Has some experience with fundraising having raised at least £25,000.</li> <li>Good performer whom meets all targets set.</li> <li>Have a commitment to the social purpose of YGAM.</li> </ul>	3 years
	Skilled: £26,000		
Four (Project Manager)	Entry: £27,000	<ul style="list-style-type: none"> <li>Meet all essential and desirable parts of person specification.</li> <li>At least five years evidenced project management experience, including line managing employees.</li> <li>Has experience with fundraising having raised at least £60,000.</li> <li>Has strong networking and interpersonal skills.</li> <li>Good performer whom meets all targets set.</li> <li>Have a commitment to the social purpose of YGAM.</li> </ul>	5 years
	Skilled: £28,500		

Five (Project Manager)	Entry: £29,000 Skilled: £31,000	<ul style="list-style-type: none"> <li>• Meet all essential and desirable parts of person specification.</li> <li>• At least six years evidenced project management experience, including line managing employees and multiple-projects.</li> <li>• Has experience with fundraising having raised at least £100,000</li> <li>• Has strong networking and interpersonal skills that drive social impact.</li> <li>• Good performer whom consistently meets all targets set.</li> <li>• Have a commitment to the social purpose of YGAM.</li> <li>• Meet all essential and desirable parts of person specification.</li> <li>• At least seven years evidenced project management experience, including line managing employees and complex, multiple projects across different geographical regions.</li> <li>• Has experience of the leading the full range of employee HR processes.</li> <li>• Has experience with fundraising having raised at least £150,000</li> <li>• High performer.</li> <li>• Have a commitment to the social purpose of YGAM.</li> </ul>	6 years
Six (Project Manager or Head)	Entry: £32,000 Skilled: £34,000	<ul style="list-style-type: none"> <li>• Meet all essential and desirable parts of person specification.</li> <li>• At least seven years evidenced project management experience, including line managing employees and complex, multiple projects across different geographical regions.</li> <li>• Has experience of the leading the full range of employee HR processes.</li> <li>• Has experience with fundraising having raised at least £150,000</li> <li>• High performer.</li> <li>• Have a commitment to the social purpose of YGAM.</li> </ul>	7 years
Seven (Senior Project Manager / Regional Manager or Head)	Entry: £35,000 Skilled: £37,000	<ul style="list-style-type: none"> <li>• Meet all essential and desirable parts of person specification.</li> <li>• At least eight years evidenced project management experience, including line managing employees and complex, multiple projects across different geographical regions.</li> <li>• Has experience with fundraising having raised at least £200,000</li> <li>• Has experience of leading complex projects with a turnover c£1m.</li> <li>• Worked with a Chief Executive within a senior leadership team.</li> <li>• High performer who exceeds targets.</li> <li>• Have a commitment to the social purpose of YGAM.</li> </ul>	8 years

Eight (Senior Project Manager / Regional Manager / Head / Director)	Entry: £38,000 Skilled: £40,000	<ul style="list-style-type: none"> <li>Meet all essential and desirable parts of person specification.</li> <li>At least ten years evidenced project management experience, including line managing employees and complex, multiple projects across different geographical regions.</li> <li>Has experience with fundraising having raised at least £250,000</li> <li>Has experience of leading complex projects with a turnover c£2m.</li> <li>High performer who exceeds targets.</li> <li>Have a commitment to the social purpose of YGAM.</li> </ul>	10 years
Nine (Senior Project Manager / Regional Manager / Head / Director)	Entry: £41,000 Skilled: £45,000	<ul style="list-style-type: none"> <li>Meet all essential and desirable parts of person specification.</li> <li>At least ten years evidenced project management experience, including line managing employees and complex, multiple projects across different geographical regions.</li> <li>Has experience with fundraising having raised at least £300,000</li> <li>Has experience of leading complex projects with a turnover c£2m.</li> <li>Worked with a Chief Executive within a senior leadership team.</li> <li>Can deputise for the Chief Executive.</li> <li>High performer who exceeds targets.</li> <li>Have a commitment to the social purpose of YGAM.</li> </ul>	10 years
Ten (Chief Executive)	£50,000 - £60,000	<ul style="list-style-type: none"> <li>Meet all essential and desirable parts of person specification.</li> <li>At least ten years evidenced senior leadership experience</li> <li>Has experience with fundraising having raised at least £5m</li> <li>Has experience of leading complex projects with a turnover c£10m</li> <li>Worked as a Chief Executive within a senior leadership team, leading a charity / organisation with an annual turnover of at least £5m.</li> <li>Experience of working with a board.</li> <li>Thought leader and experience of changing significant government policy.</li> <li>Well-connected individual.</li> <li>High performer who exceeds targets.</li> <li>Have a commitment to the social purpose of YGAM.</li> </ul>	15 years

