



PROGRAMME LEAD: EDUCATION

Applicant Pack

July 2024

Role Details:

Title:	Programme Lead: Education
Salary:	P3b – £41,062 per annum
Contract type:	Permanent
Location:	Remote (home-based) with occasional travel
Work pattern:	Full-time; 37.5 hours per week
Reporting to:	Head of Education
Team:	Programmes – Delivery Leadership Team

To apply:

Please submit your CV and a covering letter (maximum of two sides) via Charity Jobs by **12:00pm** on **Friday 2nd August 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 interviews 09.08.2024

Second interviews TBC

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

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.



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:

- 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 10% 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.

As part of our Disability Confident commitment, we offer a guaranteed interview scheme for candidates with a disability who meet all of the essential criteria for the role. If you have a disability, a learning difficulty such as dyslexia, or a medical condition which you believe may affect your performance during any aspect of our selection process, we'll be happy to make reasonable adjustments to enable you to perform at your best.



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.

Main Role & Responsibilities

The post holder will work as part of Ygam's Delivery Leadership Team (DLT), leading the Education Programme. They will work with a team of Training & Engagement Managers to support and drive operational performance and maximise social impact.

Who are we looking for?

We are looking for a passionate and experienced leader to join our Delivery Leadership Team as the Education Programme Lead.

You will have a strong background in education, curriculum development, and stakeholder engagement, as well as a keen interest in promoting the wellbeing and resilience of young people. You will be confident in delivering training, managing a team, and driving projects to achieve positive outcomes. You will also have excellent communication, networking, and IT skills, and a commitment to Ygam's vision and values.



Roles and Responsibilities

Role Requirements – duties will include but not be limited to:

Engagement:

- Support and lead the team to embed Ygam in the local communities where the charity is based, reaching out specifically to educational organisations (i.e. schools, colleges, Local Authorities, youth groups) who support the development of vulnerable young people.
- Work with SLT, DLT and Training & Engagement Managers to maximise awareness by positioning Ygam at principal education conferences.
- Develop relationships at a national level with key stakeholder groups (i.e. academy chains, college groups) 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.
- Work with stakeholders to increase Ygam's Alumni
- 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.

Training:

- Lead the team to deliver high quality training within the education space
- Support the Resource Development Lead to develop new and innovative resources and materials for schools and youth settings
- Support and lead the team to develop highly visible, effective and quality workshops
- Support and manage the portfolio of delivery, ensuring all training is staffed adequately
- Deliver training and information sessions to Ygam's stakeholders
- Support schools and youth groups to embed Ygam's training within their organisation

Outcomes and Impact:

- Monitor KPI's and feedback across programmes to ensure continuous review and development
- Confidence in writing funding and impact reports
- Follow-up workshops and training to acquire evidence of completed work, case studies etc.
- Assume leadership of and drive your work to achieve agreed outcomes.
- Line manage a team of Training & Engagement Managers within England

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

- Significant experience of working within an education setting
- A detailed understanding of the PSHE and RSE curriculum as well as knowledge of curriculum in the devolved nations
- Experience of promoting or selling services
- Experience developing lessons and or training
- Experience of engaging stakeholders within the education and youth sector
- Confident public speaker
- Outstanding verbal and written communication skills.
- Outstanding networking skills.
- Outstanding understanding of I.T applications (Microsoft word, excel, access & PowerPoint especially).
- Experienced in stakeholder engagement and mapping
- Project management experience
- Experience of driving projects to achieve agreed outcomes.
- Experience of leading the full range of employee HR processes.
- Experience in managing and monitoring programme delivery and budgets
- Ability to work in a highly organised manner with a keen eye for absolute detail.
- Self-administrating experience.
- Direct experience of working within education or mental health is desirable.
- Experience utilising CRM systems (preferably Salesforce)

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.

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