



JOB DESCRIPTION

JOB TITLE: YOUTH OUTREACH COORDINATOR	REPORTS TO: PROGRAMMES MANAGER
	DIRECTORATE: DEVELOPMENT

JOB PURPOSE:

The Youth Outreach Coordinator's role is to lead on and manage the teams delivering GamCare's Youth Outreach Programme across eight regional hubs in the UK, and to develop and deliver GamCare's Youth Outreach Work with young people and the youth professional workforce from the London hub. The outreach work will raise awareness of the subject of problem gambling through the delivery of gambling awareness workshops to young people, and the delivery of training to the professional youth-workforce.

The role is full time.

The role will be for a time-limited period to March 2021. Subject to funding the role may be extended thereafter.

ACCOUNTABILITY:

No budget responsibility

Line management of any facilitator working directly for GamCare (currently 1 facilitator).

KEY DUTIES AND RESPONSIBILITIES:

Project Management

Manage the Youth Outreach Programme centrally, supporting the delivery teams across the country and ensuring a consistent, high quality service is being delivered.

- Provide project management and support to Youth Outreach delivery teams
- Manage internal and external communication of the programme
- Support the Programmes Manager with evaluation and manage the collection of high quality data from across Youth Outreach delivery teams.
- Schedule and conduct project meetings with the Youth Outreach delivery teams
- Monitor quality and consistency of programme delivery across the Partner delivery agencies

- Conduct focus groups and gather feedback from relevant stakeholders (including young people) to ensure quality of products and materials.
- Adjust and manage materials and training products to ensure they are up to date in line with stakeholder feedback.
- Keep abreast of current research on youth problem gambling and incorporate into service updates
- Lead on the Youth Outreach Programme and champion it across the organisation

Youth Outreach Delivery

Deliver the Gambling Awareness Workshops directly to young people in a number of settings (e.g. schools, colleges, youth centres, pupil referral units) and train the professional youth-workforce from a number of audiences (e.g. teachers, social workers, youth workers).

- Promote the Youth Outreach Service by establishing connections and relationships with relevant stakeholders and groups in the London region.
- Schedule, plan and deliver 'Gambling Awareness' Sessions with young people directly
- Schedule, plan and deliver 'Train the Professional' sessions with the youth-facing professionals
- Conduct Brief Interventions with Young People who are affected directly from time to time
- Using your skills and knowledge of problem gambling to help young people to make positive changes based on their needs
- Maintain accurate records and provide statistical information required (including follow up interviews) to assist delivery and evaluation.
- Understand responsibilities to Child Protection and Safeguarding, promoting children and young people's welfare in relation to all advice, support, interventions and services described above.

Other

- Lead on day to day management of GamCare's Young People's website – Bigdeal.org.uk
- Communicate effectively, sensitively and empathetically with young people from different backgrounds, ensuring practice is sensitive to the diverse needs of all individuals.
- Communicate effectively and maintain positive and supportive working relationships with clients, colleagues and professionals across the delivery network
- Undertake other duties and responsibilities in keeping with the nature of this post as maybe required from time to time

Person Specification: Knowledge, Skills, Experience

Essential

Knowledge

- Knowledge of learning and development approaches and tools
- Knowledge of project management techniques
- Knowledge of youth work approaches

Skills

- Recognised qualification in youth work, social work, education and health promotion or youth-counselling
- Excellent Project management skills
- Excellent communication skills
- Ability to maintain good external relationships with third parties
- Excellent leadership skills
- Ability to assess and interpret data and evaluation findings
- Self-starter, able to develop, assess and evaluate different project options
- Excellent presentation skills
- Ability to act as ambassador for the programme across different settings and stakeholders.
- Genuine interest in working with young people
- Ability to take a non-judgemental approach to gambling, problem gambling and problem gamblers

Experience

- Experience with designing and delivering training products
- Experience of working with young people or in youth settings
- Experience of managing projects or programmes

Desirable

- Experience in the field of gambling addiction, or addictions more generally
- Experience in the design of problem gambling training programmes
- Experience in the evaluation of programmes and designing evaluation tools
- Interest in contributing to wider pool of research into youth problem gambling / addictions

SIGNATURES:

JOB HOLDER: _____ **DATE:** _____

MANAGER: _____ **DATE:** _____