



Project Officer

1. Job Description

Job title:	Project Officer
Job purpose:	Gambling Education Hub Project
Reports to:	Project Manager – Gambling Education Hub
Salary:	£25,000 full time (35hrs)
Based at:	currently home-based, during Covid-19 Lockdown, once lifted Fast Forward office, Edinburgh; with regular travel across Scotland

Fast Forward operates the Gambling Education Hub, in partnership with GambleAware. The Hub is Scotland's only gambling education and prevention programme, focusing on protecting young people from gambling harms. Established in 2018, the project provides free training, support and resources for practitioners who work with young people and families in a range of education and health settings across Scotland.

The Gambling Education Hub is a 3 years fixed-term project (funding secured till October 2021, with possible 3 year extension, subject to funding). It has developed tailored approaches to the following 5 sectors:

- informal education sector
- youth employability sector
- formal education/secondary schools sector
- further and higher education sector
- parents and carers sector.

Fast Forward is seeking a Project Officer to join the existing Gambling Education Hub Team. We are looking for an enthusiastic practitioner with excellent communication skills and robust track record of working in the youth work sector (experience in youth employability settings is also desirable).

The work will include delivering training to youth work practitioners, partnership building with national organisations and contributing to the ongoing development of the Hub.

The successful candidate will work alongside the Project Manager, two other Project Officers, and a Support Officer.

Practitioners interested in having a discussion about this vacancy may contact Chiara Marin, Project Manager, at chiara@fastforward.org.uk

Key Tasks and Functions

- To develop and deliver training materials and CPD sessions, suitable for a variety of informal education settings and youth employability services.
- To develop and deliver educational resources and group work programmes suitable for a variety of informal education settings and youth employability services.
- To promote and administer the Gambling Education and Prevention Small Action Fund, which enables youth groups across Scotland to secure up to £500 to create local youth-led gambling awareness initiatives.
- To develop the work of the project in line with the agreed project objectives and KPIs.
- To work closely with local and national partner agencies to promote, implement and facilitate all aspects of the project.
- Liaise closely and establish good working relations with other professionals and the public, working or involved in health, education, youth and community work.
- To ensure that information, advice and support is made available to all relevant agencies and services across Scotland.
- To complete all evaluations and produce regular reports on the progress of the work as required by senior management.
- To keep up to date with development work and research relevant to the project in the field of gambling, gaming, risk-taking behaviours, health promotion, group work and training methods.
- To contribute to the wider work programme of Fast Forward as required from time to time by the Chief Executive.

The key tasks are not intended to be exhaustive and the post holder will be expected to undertake any other reasonable duties as required.

2. Job Context

This post supports Fast Forward's Gambling Education Hub, with a particular focus on the informal education sector.

The post is part of a team of 3 full-time posts (35 hrs per week) and one part-time Support Officer, which is led by the Project Manager.

The Gambling Education Hub promotes gambling education and prevention among a variety of agencies across Scotland, through a harm reduction approach. To achieve this, the Hub provides free training, support and resources to organisations that support the health and wellbeing of young people across Scotland.

The main focus of the Hub is to develop and deliver training sessions, and at times the Project Officer will also lead direct group work with young people in youth employability services and youth-led gambling awareness projects.

The Project Officer will lead on the training and engagement with practitioners, services and organisations working in informal education settings across Scotland. This will include coordinating the Gambling Education and Prevention Small Action Fund, which offers up to £500 to youth groups interested in developing local youth-led gambling awareness initiatives.

The successful candidate will also play an active role contributing to the ongoing development of the Hub’s training portfolio and resources, In particular, the Fast Forward’s online Gambling Education Toolkit.

The team’s work is dynamic, challenging and rewarding in developing an innovative programme to address a risk-taking behaviour that often goes unrecognised. You will find creative ways to engage with partners, adapting and creating resources to enable them to better deliver meaningful harm reduction and prevention education around youth gambling and gambling harms.

The post involves working both independently and with the rest of the team. You will need to have excellent communication and presentation skills, be able to build strategic partnership with other agencies, manage excellent training programmes, deliver successful outcomes and prioritise a demanding workload.

All Fast Forward staff are expected to work collaboratively with other team members and volunteers and occasionally to undertake cross-team delivery of training/up-skilling to external agencies or at external events. Occasional evening and weekend work will be required.

All Fast Forward staff are currently working remotely, due to the current Covid-19 outbreak. All the training programme of the Gambling Education Hub is also currently delivered online. When lockdown is lifted, the post will be based at the Fast Forward offices, in Edinburgh, in addition to regular travel across Scotland.

3. Person Specification

	Essential	Desirable
Knowledge		
• Educated to degree level and/or relevant extensive professional/vocational qualification and experience.	X	
• CPD history including a Training the Trainers course.		X
• Understanding of risk-taking behaviours, education and prevention, as well as young people’s health more generally.	X	
• Understanding of issues relating to youth gambling and gambling harms.		X
• Understanding of gaming and of gambling-like features within online games.		X
• Understanding of training dynamics and best practices in the delivery of webinars.	X	
• Understanding of training and co-production approaches.	X	
• Understanding of current policy and practice in youth work, health, harm reduction and prevention, education and social inclusion.	X	
• Knowledge and experience of the informal education sector.	X	
• Knowledge and experience of the youth employability sector.		X

Skills

• Ability to present information clearly and appropriately at team and strategic level meetings.	X	
• Excellent networking skills and experience of successfully developing and sustaining strong relationships with other agencies and stakeholders.	X	
• Excellent organisational skills, including the ability to develop own workplan, to work within tight timescales and to meet deadlines.	X	
• Ability to identify and collate information relevant to the needs of training participants.	X	
• Strong communication skills encompassing training facilitation (both in face-to-face settings and via webinars), producing training materials and assisting with evaluation and monitoring.	X	
• Ability to develop, plan and deliver CPD programmes and events.	X	
• Experience and ability to creatively and competently deliver, monitor and record project outcomes.	X	
• Good report writing, research and data analysis.		X
• Competent computer skills.	X	
• Ability to quickly adapt to change.	X	

Experience

• Experience working in youth work and community development settings.	X	
• Experience working in youth employability services.		X
• Working in partnership with multiple organisations.	X	
• Experience in developing strong relationships with partner organisations.	X	
• Experience in developing high quality training programmes.	X	
• Experience in leading training sessions to a range of audiences, including groups of adults and practitioners.	X	
• Experience of delivering workshops and training sessions to youth employability services and/or parents/carers.		X
• Ability to design high-quality training materials in a range of formats and using blended learning approaches.	X	
• Experience of carrying out training needs assessment.	X	
• Experience of managing group dynamics.	X	
• Designing basic publicity materials.	X	
• Experience in managing the delivery of a national programme.		X
• Experience in effectively evaluating a project, using learning points to inform and improve its development.		X
• Experience with a voluntary organisation or public sector		X

Values

• Commitment to equal opportunities.	X
• Commitment to the promotion of health and wellbeing.	X
• Commitment to young people's engagement.	X
• Commitment to mutual collaboration between agencies.	X
• Commitment to team working.	X
• Commitment to the principles and practices of youth work.	X
• Committed to taking part in CPD courses as required by the role.	X

Personal Attributes

• Ability to be flexible.	X
• Can work on own initiative.	X
• Ability to work within a team.	X
• Strong interpersonal skills.	X
• Ability to build effective relationships with colleagues and with a wide range of external stakeholders.	X
• Interested about expanding knowledge and understanding of work in the field of gambling education and prevention.	X
• Willingness to travel across Scotland and to work out with normal hours.	X

4. Management and Support

The post holder will be responsible to the Board of Directors through reporting to Project Manager.

Fast Forward is committed to a policy of staff development through staff support, supervision and appraisal. The post holder, like all Fast Forward employees, will be expected to take an active role in the staff team.

5. Conditions of Service

Contract initially until October 2021, with possible 3 year extension (subject to funding)

The post is entitled to 36 days annual leave (inclusive of all public holidays).

All Fast Forward staff are currently working remotely. When lockdown is lifted the post will be based in the Fast Forward offices.

Agreed mileage and subsistence allowances will be paid.

A system of time off in lieu applies for hours worked over and above the normal working week.

Fast Forward has a policy of requiring all new personnel to have a satisfactory membership of the PVG scheme.

All staff are automatically enrolled in the contributory staff pension scheme which is in operation and opt out options are available.

Fast Forward is committed to becoming an equal opportunities employer.

Fast Forward

4 Bernard St

Edinburgh

EH6 6PP

Tel: 0131-554-4300

Email: admin@fastforward.org.uk

www.fastforward.org.uk