



JOB DESCRIPTION

Job Title:	Project Manager
Accountable to:	Chief Executive Officer
Hours of Work:	Full-time 35 hours per week (Funding until 31 st October 2024)
Salary Scale:	£32,619 - 35,646, post holder will start at £32,619

Purpose of the Post

Fast Forward is a national voluntary youth-work organisation which promotes the health and wellbeing of young people. We have been working with young people, parents, practitioners, agencies and communities across Scotland since 1987. We have an established reputation as providers of quality health and wellbeing education, peer education, practitioner training, information and resources.

The Project Manager will manage the day to day operations of the Scottish Gambling Education Hub (the Hub), providing direction and leadership to the Hub staff team in support of Fast Forward's mission and strategic aims.

Areas of Accountability & Key Responsibilities

- Work with the CEO to implement the Hub's strategic vision and ensure sustainability and relevance
- Positively engage with and influence key stakeholders including individuals/groups with lived experience of gambling harm, Scottish Government policy teams, third sector partners and funders
- Keep up to date with current research and emerging trends related to gambling and gambling harm.
- Represent the Gambling Education Hub in engagement with stakeholders
- Be the main point of contact with the funder
- Lead and inspire staff in the Gambling Education Hub
- Oversee the delivery of high quality projects
- Ensure quality, evaluation, risk management and safeguarding practices are adhered to
- Deliver and uphold Fast Forward's ethos & values

Aims of the Post

- Develop and maintain effective strategic relationships with key stakeholders including individuals/groups with lived experience of gambling harm, the funder, GambleAware, third sector, Scottish Government policy teams, national infrastructure organisations, other youth work, and health and education providers
- Ensure that sound strategic and operational processes are in place to support project delivery with effective reporting and evaluation in place
- Ensure the day to day operations of the Gambling Education Hub are effectively and efficiently managed within financial resources and timescales agreed with the CEO and the funder.

Key Tasks / Job Activities

1. Strategic and public relationships

- Ensure effective participation in relevant advisory, policy and sectoral bodies and explore opportunities for new collaborations, advocating for measures and interventions to protect children and young people from gambling harms.
- Promote the Hub's work through involvement in strategic level groups locally and nationally.
- Develop partnership work with other national organisations operating in the field of reducing gambling harms, to strengthen the role and profile of Fast Forward.
- Promote and encourage multi-agency working and collaboration with third sector and statutory bodies in the development, funding and delivery of partnership projects and in the implementation of gambling education and prevention initiatives.
- Ensure awareness of current and changing legislation, including the current review of the Gambling Act, as it impacts on the Hub's work.
- Represent the work of Fast Forward in publicity and media opportunities, ensuring a consistently good public image, in line with the Fast Forward and GambleAware, the Hub's funder's, communications policies.
- Contributing to the wider work of Fast Forward, as required by the CEO and the Board of Directors.

2. Strategic and operational planning

- Produce plans and documents in accordance with the aims and objectives of the project, as required by the CEO and the funder.
- Support the CEO to ensure that the project is in all aspects compliant to the funding agreement and operating to best practice.
- Consult and liaise with the CEO, the Board of Directors and the funder with regard to key aspects relating to the project, and prepare regular progress reports for internal and external dissemination when required.
- Advise and work with the CEO in formulating and reviewing policy when required.
- Work with and advise the CEO with regard to strategic developments and opportunities for securing future funding.
- Support and collaborate with the Project Development Officer to highlight new directions of work based on new research and emerging trends.

3. Management responsibilities

- Overall responsibility for the management and development of the Hub in line with the aims and objectives of the organisation.
- Provide leadership, direction and motivation for the Hub staff, including supporting the planning, developing and implementing activities to meet the project's KPIs.
- Responsibility for developing and maintaining positive relationship and clear communication with the funder.
- Oversee the delivery and development of the Hub's services, e.g. supporting and coordinating the development and production of educational resources and the Hub's training portfolio.
- Ensure that the Gambling Education Hub's services are delivered to a high standard and are monitored and evaluated to meet the needs of partners and funder requirements.

- Identify areas of the Hub's development and improvement, assessing priorities and timescales.
- Responsibility for identifying and managing risks within the Hub
- Responsibility for ensuring the recruitment, training, and deployment of the Hub staff.
- Responsibility for ensuring the effective management, supervision and development of the Hub staff.
- Responsibly for overseeing the measuring of the impact of the project activities, liaising with the Hub team, the external evaluator and the funder to ensure that appropriate and robust evaluation procedures are in place.
- Responsible for writing, reviewing and ensuring compliance of the quarterly and annual reports, in line with agreed KPIs.
- Responsibility for ensuring budget management, including control and authorisation of all expenditure and monies pertaining to the Gambling Education Hub, as agreed with the CEO and the funder.
- Responsibility for ensuring that all financial and non-financial reporting requirements are met on a timely and regular basis, collaborating when necessary with the Administration and Finance Officer and the CEO.
- Ensure that the highest standards exist for good health and safety practices.
- Manage the project with due regard to equal opportunities, the General Data Protection Regulations (GDPR), and the Data Protection Act.

4. Funding & Finance

- In conjunction with the CEO, liaise with and provide reports to funders as required.
- In conjunction with the CEO set and oversee the annual budget and implementation of agreed financial reporting procedures

5. Work Complexity and Creativity

- The Gambling Education Hub Manager, in consultation with the CEO, will operate with an effective strategy, making clear links into priorities of the key policy-making bodies within Scottish Government, local government, health boards, and other national stakeholders.
- The Gambling Education Hub Manager will develop an innovative and imaginative approach to the changing needs and challenges that will arise from the ongoing development of the Hub and its projects and services.
- Fast Forward's Board reserves the right to vary or amend the duties and responsibilities of the post at any time according to the needs of the organisation.

Other

Staff Development

There will be an induction programme for the post. Training for further professional development will be provided if appropriate and agreed with the CEO.

PVG/ Disclosure

Fast Forward will request a Disclosure Scotland check prior to a formal offer of employment being made.

Conditions of Service:

35 hours per week Monday to Friday – the post holder will be expected to adopt flexible working practices to suit the demands of the post. Occasional evening or weekend work will be required for which time off in lieu will be made.

Annual Holidays:

36 days annual leave per annum including public holidays.

Management Accountability:

The post-holder will be accountable to the CEO and will receive regular supervision. The frequency of the supervision meetings will be agreed with the CEO and will take account of length of service, whether any development or change is in process, and individual preference.

Equal Opportunities:

Fast Forward is an Equal Opportunities organisation and is committed to being an Equal Opportunities Employer.

Pension:

Fast Forward will pay a contribution up to 6% of base salary to the organisational TPT Retirement Solutions pension scheme. There is a minimum employee contribution of 3%. You can choose to opt out of this pension scheme.

Notice of Termination:

Your employment is subject to a probationary period of **6 months**

Union:

Fast Forward recognises the right of employees to join an appropriate Trade Union.

Travel:

Some travel will be required for the post. On occasions when the post holder's own car is used, the mileage rate agreed by the Board will apply. Currently this is 0.45p per mile.

Location:

The post holder will be based at the Fast Forward office in Bernard Street, Edinburgh.

Person Specification

Essential skills, knowledge and experience required for the post:

CRITERIA	ESSENTIAL / DESIRABLE
Qualifications Degree, or significant relevant experience	Essential
Proven Experience Senior experience in a charity, public sector or commercial organisation Positive/nurturing leadership style, with experience in leading successful teams. Experience of working within, or closely with, third sector organisations and the statutory sector – health, youth work and education Experience of involving/ collaborating with individuals and groups with lived experience of the harms associated with addiction Knowledge of current issues surrounding gambling in Scotland and across the UK Experience of financial management including forecasting, budget setting and monitoring income and expenditure, and reporting to funders Experience of representing an organisation at a senior level with key stakeholders including high profile funders	Essential Essential Essential Desirable Desirable Desirable Desirable
Knowledge, skills & abilities Knowledge of risk taking behaviours and harm reduction as an approach to health education. Excellent communication, interpersonal, support, networking and influencing skills Knowledge of youth work and community learning approaches Financial skills in preparation and control of budgets, and reporting to funders Strong organisational skills and ability to prioritise multiple tasks, working independently Monitoring/evaluation skills and ability to analyse data to identify	Essential Essential Desirable Desirable Essential Essential

needs and plan activities	
Ability to work as part of a team	Essential
Ability to formulate strategies and policies, and create new approaches in a changing environment	Essential
Experience of project development and management	Essential
Strong IT skills with ability to prepare reports using Microsoft-based software	Essential
Full driving license	Desirable
Other attributes	
Excellent leadership attributes and a team player	Essential
Able to work under own initiative	Essential
Confidential, tactful and diplomatic	Essential
Committed to working within the organisation's agreed values	Essential