



Project Officer

1. Job Description

Job title:	Project Development Officer
Job purpose:	Scottish Gambling Education Hub
Reports to:	Project Manager – Scottish Gambling Education Hub
Contract type:	Part time (2.5 days, 0.5 of a post) until end of October 2024, with a further 3 years funding beyond Nov 2024 being sought
Salary:	£26,522 pro-rata
Based at:	Hybrid, one day a week in office at 4 Bernard Street, Edinburgh

Fast Forward is Scotland's national youth work agency, focusing on supporting children & young people to make informed choices regarding, and take a harm reduction approach to, risk-taking behaviours, towards reducing the negative impacts of these on their lives and those of their families and wider community.

We promote health through programmes and resources developed by, with and for young people.

Our work is underpinned by the following values:

Integrity - Our work is dynamic and informed by expertise, lived experience and relevant research

Forward Thinking - We are brave and bold. We are creative in our approach to identifying and responding to risk taking behaviour.

Inclusive - We take a person centred approach. We are non-judgemental and respectful.

Collaborative - We coproduce, partner and learn with young people and experts from across the field

The Scottish Gambling Education Hub is Scotland's first gambling education and prevention programme, focusing on protecting young people from gambling harms, providing free training, support and resources for practitioners who work with young people and families in a range of education and health settings across Scotland.

We are seeking a Project Development Officer to join our team. We are looking for an enthusiastic, detailed orientated person with excellent communication skills and a track record of reporting and evaluation.

If you are interested in having a discussion about this vacancy contact Fran Howard, Project Manager, at fran@fastforward.org.uk

Key Tasks and Functions

Job Context

This post supports the work of Fast Forward's Scottish Gambling Education Hub.

The Scottish Gambling Education Hub promotes gambling education and prevention to a range of agencies across Scotland, using a harm reduction approach.

To achieve this, the Hub provides free training, support and resources to organisations that support children, young people and families across Scotland.

3. Person Specification

	Essential	Desirable
Knowledge		
• Understanding of risk-taking behaviours in relation to young people's health and wellbeing	X	
• Understanding of a harm reduction approach, education and prevention work with young people	X	
• Understanding of issues relating to youth gambling and gambling harms.		X
• Understanding of gaming and of gambling-like features within online games.		X
• Knowledge of the third sector/voluntary organisations	X	
Skills and Experience		
• Ability to present information clearly and appropriately	X	
• Excellent IT skills, including creating and managing databases and management of online resources	X	
• Strong communication skills encompassing producing training materials and assisting with evaluation and monitoring		X
• Excellent organisational skills, including the ability to develop own work plan, to work within tight timescales and to meet deadlines.	X	
• Ability to develop partnerships and professional relationships	X	

• Experience in monitoring and evaluation methods	X
• Good report writing, research, data analysis and oral communications skills	X

4. Management and Support

The post holder will be responsible to the Scottish Gambling Education Hub's Project Manager.

5. Conditions of Service

The post is part-time.

Annual leave 18 days.

This is a hybrid position that will involve one day a week in the office.

Agreed mileage will be paid.

Fast Forward is committed to being an equal opportunities employer.

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