



## Project Officer

### 1. Job Description

---

<b>Job title:</b>	Project Officer- Education and Early Intervention
<b>Job purpose:</b>	Scottish Gambling Education Hub
<b>Reports to:</b>	Programme Manager – Scottish Gambling Education Hub
<b>Salary:</b>	£26,522 full time (35hrs) The post is fixed term until 31 <sup>st</sup> March 2025, with on-going funding being sought
<b>Based at:</b>	Hybrid working, two days office based Fast Forward office (4 Bernard St, Edinburgh, EH6 6PP) and 3 days based at home

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

We are committed to delivering an **inclusive service that creates opportunities for all**, and do not tolerate discrimination. We welcome all people inclusive of ethnic background, disability, sex, religion or belief, gender identity or reassignment, sexual orientation, age, marital or civil partnership status, pregnancy and maternity, veteran status, and the many other parts of a person's identity.

This includes our staff team and Board members, which include individuals from communities with protected characteristics.

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 Officer to join the existing Scottish Gambling Education Hub Team. We are looking for an enthusiastic practitioner with excellent communication skills and robust track record of working in primary and secondary schools or youthwork setting.

**If you are interested in having a discussion about this vacancy, contact Fran Howard, Project Manager, at [fran@fastforward.org.uk](mailto:fran@fastforward.org.uk)**

### **Key Tasks and Functions**

- To develop and deliver training materials and CPD sessions, suitable for a variety primary and secondary school settings.
- To develop and deliver educational resources and group work programmes suitable for a variety of settings.
- To promote and administer the Gambling Education Youth Fund, which enables youth groups across Scotland 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 Scottish Gambling Education Hub, with a particular focus on the formal education sector.

The post is part of a team of 4 full-time Project Officers (35 hrs per week) and one part-time Project Support Officer and Project Development Officer and a Programme Manager.

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.

The Project Officer will lead on the training and engagement with practitioners, services and organisations working in education settings across Scotland. This will include early intervention work in primary schools, secondary schools, universities and colleges.

The main focus of the Hub is to develop and deliver training sessions and resources, and at times the Project Officer will also lead direct group work with young people in formal education.

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 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.

The post is based at the Fast Forward offices, in Edinburgh, and regular travel across Scotland will be required.

### 3. Person Specification

	Essential	Desirable
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>Educated to degree level and/or relevant extensive professional/vocational qualification and experience.</li> </ul>	X	
<ul style="list-style-type: none"> <li>CPD history including a Training the Trainers course.</li> </ul>		X
<ul style="list-style-type: none"> <li>Understanding of risk-taking behaviours in relation to young people's health and wellbeing</li> </ul>	X	
<ul style="list-style-type: none"> <li>Understanding of a harm reduction approach, education and prevention work with young people</li> </ul>	X	
<ul style="list-style-type: none"> <li>Understanding of issues relating to youth gambling and gambling harms.</li> </ul>		X
<ul style="list-style-type: none"> <li>Understanding of gaming and of gambling-like features within online games.</li> </ul>		X
<ul style="list-style-type: none"> <li>Understanding of training dynamics and best practices in the delivery of webinars.</li> </ul>	X	

• Understanding of training and co-production approaches.	X	
• Knowledge and experience of the informal education sector.	X	
• Knowledge and experience of the youth employability sector.		X

### Skills and Experience

• Experience in developing and delivering creative and engaging training sessions with young people (both in face-to-face settings and via webinars)	X	
• Experience in developing and delivering creative and engaging training sessions to a range of audiences, including groups of adults and practitioners ( <b>both in face-to-face settings and via webinars</b> )	X	
• Experience with a voluntary organisation or public sector	X	
• Ability to identify, collate and evaluate information relevant to the needs of training participants.	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 work plan, to work within tight timescales and to meet deadlines.	X	
• Experience and ability to creatively and competently deliver, monitor and record key performance indicators.	X	
• Competent computer skills.	X	
• Ability to quickly adapt to change.	X	
• 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 effectively evaluating activities, using learning points to inform and improve its development.	X	

### 4. Management and Support

The post holder will be responsible to the Scottish Gambling Education Hubs 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**

---

The post is fixed term until March 2025.

The posts are entitled to 36 days annual leave (inclusive of all public holidays).

The post holders will be based in the Fast Forward office with home working part week.

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 being an equal opportunities employer.

**Fast Forward  
4 Bernard St  
Edinburgh  
EH6 6PP**

Tel: 0131-554-4300

Email: [fran@fastforward.org.uk](mailto:fran@fastforward.org.uk)

[www.fastforward.org.uk](http://www.fastforward.org.uk)