

Job Description

Job Title:	Gambling Education & Prevention Lead
Responsible To:	Gambling Services Manager
Responsible for:	Youth Education & Prevention Team
Based:	Hybrid/ Bristol or South Wales
Salary:	£34,651

Role Purpose

The role of the Gambling Education & Prevention Lead is to oversee Ara's existing and new educational programmes designed to raise awareness of gambling related harm and to support Ara's early intervention & prevention service.

To provide leadership and line management to the Youth Education & Prevention Team, and lead on delivering a service aimed at promoting greater understanding of gambling harms amongst young people across Wales & the South West of England.

Key responsibilities/accountabilities

As the lead for the Youth Education Programme, the Education & Prevention Lead will lead by example, exhibiting a high level of operational competency and be responsible for their team's performance, ensuring quality education services to young people and professionals with the aim of reducing gambling harms.

The post will be responsible for day-to-day running of the team, working alongside Ara Management and liaising with the commissioner to ensure the best possible outcomes.

The post holder will be responsible for delivering project outcomes, and appropriate reporting to the Gambling Service Delivery Manager and other senior members of the Gambling Service team.

The role will also have significant involvement in supporting Ara's other educational packages, targeting at-risk community groups and cross sector professionals in raising awareness and developing referral pathways for support.

Specific duties

Team Leadership & Management

- Forward thinking in planning for change, ensuring staff are equipped with the skills and knowledge to deliver services in line with best practice, contract requirements and Service User outcomes.
- Ensure that all staff have appropriate line management, supervision and appraisal.
- Providing learning opportunities for colleagues and facilitate training as appropriate
- Modelling attitudes, behaviours and skills required to ensure Ara's Gambling Education & Prevention Project is of the highest quality.
- Develop team behaviours, attitudes and skills to ensure the team perform at their best.
- Ensure that poor performance is identified, addressed and managed in line with organisational policies.

- Ensure the team are adhering to organisation policies and procedures in relation to all HR policies and procedures and attending regular supervisions.

Contribution to Youth Education and Awareness

- Promote the Youth Education & Prevention Programme by establishing connections and relationships with key stakeholders and groups, supporting the team to reach key strategic contacts.
- Develop, with the involvement of the team members, opportunities to train youth professionals in gambling awareness and raise awareness of the project amongst key agencies and stakeholders.
- Responsible for your own diary, managing your time between working with Ara management to ensure seamless and adjoined service delivery, line management of the education team & developing engagement opportunities.
- Maintain accurate records and provide statistical information required to assist delivery and evaluation of the Education & Prevention Programme.

Ara's Wider Educational Programmes

- Work alongside Regional Managers to ensure all educational packages are to the highest standards.
- Meet with commissioners and evaluators to ensure project objectives are being achieved and relationships are maintained with key stakeholders.
- Regularly review all educational packages, ensuring quality control and meeting with collaborative partners.

Performance Management

- Create and maintain performance reports both internally for Ara management, and externally for commissioners.
- Contribute to the wider Ara Gambling Service performance reporting as required

Other Activities

- Undertake administration tasks as required to maintain Service Users records, organisational outcomes and any other reporting required.
- In consultation with the Gambling Services Manager, to fully adhere to all aspects of Ara's Child Protection Policy and Safeguarding, in relation to all advice, support, interventions and services.
- To present as an appropriate role model to Ara staff & clients, and to maintain professional boundaries in the workplace at all times.
- Represent Ara in a way that is consistent with its values and always work within Ara's agreed policies and procedures.
- Observe at all times Ara's Equal Opportunities, Confidentiality, Data Protection, Inclusion and Diversity Policies.
- Observe the organisation's Health and Safety at Work Policy.
- Undertake other duties and responsibilities in keeping with the nature of this post as may be required from time to time.

Skills, Experience & Knowledge

- Experience of managing and supervising a team to deliver a high-class gambling education service
- Experience of developing partnership working with agencies across sectors
- Detailed understanding of the UK landscape in relation to gambling harms

- Excellent communication skills, clear written style, concise report writing and a methodical approach to work.
- Good organisational and time management skills with the ability to manage own workload
- Ability to be self-servicing re administrative output, using Microsoft Word and general confidence around the use of IT.
- High level of literacy and numeracy and the ability to produce succinct reports and costed proposals
- Ability to evidence a commitment to personal and professional development
- Good knowledge of health and safety, safeguarding and data protection policies

Personal qualities.

- Confidence to lead and motivate a team to perform at their best
- Self-motivated and able to work under pressure
- Friendly, approachable, helpful, patient and passionate about supporting people
- Demonstrates trust, openness and respect in dealings with people, treating everyone with compassion and kindness promoting equality and diversity
- A good communicator who listens, is able to express themselves clearly and encourage clients to strive for a healthier life
- A positive individual with a 'can do', results driven approach and attitude
- The ability to prioritise tasks and work under pressure
- Flexible and adaptable to changing workloads
- Professional boundaries in place
- A commitment to Ara's overall aims and objectives with an ability to present Ara in a way that is consistent with its philosophy
- Embodies the Ara values of being passionate, professional, dynamic, enduring, respectful, and supportive.