

GambleAware

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# NGSN External Affairs Manager

(Fixed term to 31 March 2026)

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Application pack

## About the National Gambling Support Network (NGSN)

GambleAware commissions the National Gambling Support Network, which provides free, confidential early intervention and treatment services that deliver joined up support across the whole of Great Britain. The NGSN is available for anyone who is experiencing harm from gambling and wants support for it, as well as those who are affected by someone else's gambling.

The Network provides the British public with a thriving, connected and well-funded support system of early intervention and prevention from gambling harm, across GP surgeries, social care and the criminal justice system.

There is expertise across the National Gambling Support Network which means people have access to effective, education, prevention and early interventions that provide wraparound care and reach diverse communities.

A whole-system approach is applied throughout the National Gambling Support Network, which means services are connected and there is a seamless experience for those using them locally, regionally and nationally across Great Britain.

Providers within the NGSN work to a common set out of outcomes that place an emphasis on early intervention and support, while also providing the mechanism to ensure consistency of outcomes and performance, as well as consistency in other areas such as risk assessment and safeguarding.

Providers come together to discuss complex cases across the entirety of the Network, which maximises the expertise across the system and aids learning.

The National Gambling Support Network operates a 'no wrong door' policy, which means that wherever people present for treatment, through the Network they will be able to access the right Network or NHS provider and, in some cases, this also includes other third sector organisations.

## Job description

<b>Role title:</b>	NGSN External Affairs Manager
<b>Accountable to:</b>	Head of Communications
<b>Status:</b>	Fixed Term (21 months). We are happy to discuss secondment options.
<b>Hours:</b>	Full Time (35 hours per week). We are happy to discuss flexible working options
<b>Location:</b>	Hybrid, minimum 40% office based, Central London
<b>Salary:</b>	£46,305 - £54,022.50 depending on experience (+ £3,150 London weighting where applicable) (pro-rata)

### Role purpose

This is a key role to build the profile of the National Gambling Support Network and support its integration into national and local networks by applying a joined-up approach to external affairs and stakeholder engagement. This role will lead on the development and delivery of the stakeholder engagement plan across multiple stakeholder groups to deliver against the wider strategic vision for the NGSN. This will include forming, and supporting the formation of, key relationships with high level and high impact stakeholders, including national and local policy makers, opinion formers, and our partners across the NGSN.

Building and developing positive, productive and lasting relationships of trust will be key for this role, through the planning and delivery of stakeholder engagement activity for the NGSN. A strong working relationship with GambleAware's System Commissioning Team will also be integral to this role to ensure coordination and integration of activity across the Network.

### Key accountabilities

- Develop, in partnership with key representatives across GambleAware and the NGSN, the NGSN's stakeholder engagement strategy and plan that recognises the existing challenges and wider sector environment related to the Gambling White Paper and introduction of a statutory levy
- Ensure effective stakeholder mapping is carried out to identify and successfully manage positive and fruitful relationships with key high profile/high impact stakeholders that will support the NGSN and integration of the Network into the NHS post levy and support on the ground activity, that also aligns with the work of the Partnerships Manager and Systems Commissioning team.
- Manage and identify proactive opportunities to engage and build relationships with external stakeholders at a national and local level to increase awareness and engagement with the NGSN and GambleAware.
- Regularly monitor and report on political activity and policy developments, including using our political monitoring service to identify opportunities to engage, ensuring updates are distributed with appropriate analysis across the NGSN group.
- Work in collaboration with colleagues across the GambleAware Communications and System Commissioning team and Partnerships team to ensure alignment of activity and maximum reach of opportunities across all stakeholder networks, including those via Scottish and Welsh Governments, public health professionals and local government organisations.
- Ensure the delivery of, and in some cases represent, the NGSN at national/local parliamentary and other external events and meetings to build and nurture our relationships; and develop associated outputs e.g., letters, minutes, presentations, reports, and internal/external briefings. Provide core

materials and recommendations for external events to raise the profile of the NGSN more broadly and with key stakeholder groups.

- Accountable for raising the profile of the NGSN with key stakeholders, including those within the NHS, DHSC, parliamentarians and local authorities, while working alongside the System Commissioning Team to identify areas of opportunity.
- Effectively manage the various political stakeholder relationships across the Network and support with GambleAware's wider stakeholder engagement to ensure message alignment across the Network.
- Regularly report on progress and positive relationships and opportunities to the internal GambleAware comms team and wider Network group. Provide updates internally and to the wider NGSN provider group on stakeholder activity, including key challenges and opportunities to build upon, ensuring close working and collaboration with the Network.
- Quickly establish strong and positive relationships with key parliamentary stakeholders including those across the NHS and engage with the System Commissioning Team to identify opportunities to support their engagement with local authorities.
- Provide colleagues and those across the Network with detailed briefing documents ahead of any key parliamentary meetings and support on the development of consultation documents where necessary.
- Regularly report to the NGSN Comms Working Groups and NGSN Transition Board as needed, as well as GambleAware's Chief Communications and Chief Commissioning Officers.

## Key responsibilities

- Demonstrate a commitment to diversity, inclusivity and equal opportunity in working with colleagues and stakeholders with a wide range of perspectives and experiences.
- Responsible for owning and managing the stakeholder strategy and plan, ensuring that this reflects the changing context and relationships with influential individuals and identifying new opportunities to engage with key individuals and organisations.
- Ensure awareness of the NGSN and its expertise as leaders in this space amongst high impact/high influence stakeholders, including those within the NHS.
- Define the NGSN's role within this space and support the integration of services within the NHS.
- Ensure delivery of detailed briefing documents for senior colleagues and parliamentarians to raise awareness of the NGSN.
- Manage the relationships with provider organisations and those external stakeholders that will support the NGSN.
- Undertake any other tasks as reasonably directed by your line manager.
- Adhere to GambleAware policies and procedures.
- Be a good team worker, demonstrating loyalty and commitment to the organisation and team members.

## Critical competencies

The competency framework sets out how we want people in GambleAware to work.

The competencies are intended to be discrete and cumulative, with each level building on the level below.

The six competencies below are identified as critical to this role.

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| Brilliant Basics | • Create a culture of working with, and through, delivery partners to achieve outcomes, establish and negotiate service levels and deliverables. |
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- Define and integrate clear structures, systems and resources required across the organisation to promote efficient delivery.
- Drive a performance culture across the organisation and achieve results through others, resolutely holding them accountable for outcomes.

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## Difference Makers

- Be highly articulate and credible at the most senior levels across and outside the sector, consistently delivering inspiring, engaging and meaningful messages about the future direction.
- Negotiate with and influence external partners, stakeholders and customers successfully at the highest levels.

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## Game Changers

- Develop an in-depth insight into the dynamics and issues surrounding gambling harms, including political, economic, social, environmental and technological impacts.
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## Person specification

	Essential	Desirable
<b>Knowledge &amp; experience</b>	<ul style="list-style-type: none"> <li>• Experience of leading a stakeholder strategy.</li> <li>• Experience of working in politics and public affairs.</li> <li>• Knowledge and experience of how Government and parliament works.</li> <li>• Experience of drafting / curating PQs, briefing materials and op-eds.</li> <li>• Experience of working with politicians and government officials.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the mental health or wellbeing area and experience of working with sensitive material.</li> </ul>
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>• Copywriting, copy editing, proof reading and English language.</li> <li>• Ability to write persuasive, concise copy.</li> <li>• Ability to connect and engage with political audiences.</li> <li>• Ability to manage expectations.</li> <li>• Ability to create compelling written materials.</li> <li>• Diplomacy and ability to deal with difficult situations.</li> <li>• Ability to work in a pressured environment and work to deadlines.</li> <li>• Excellent communication skills, with the ability to communicate effectively with a variety of audiences in a variety of ways.</li> <li>• Required to work on own initiative.</li> <li>• Be flexible during times of change.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree in a related subject.</li> </ul>	<ul style="list-style-type: none"> <li>• Public Affairs and/or Communications qualification or equivalent.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Committed to continuous professional development.</li> <li>• Commitment to GambleAware's mission and values.</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping up to date with Charity Commission guidance</li> <li>• Must be prepared to travel and attend meetings and training as required, which may involve occasional overnight stays</li> </ul>

This job description does not form part of the contract of employment and may be subject to change.

## How to apply

### Key dates

Closing date for applications is **9am on Monday 29<sup>th</sup> July 2024**. Successful candidates will be invited to attend a panel interview between 12<sup>th</sup> August and 23<sup>rd</sup> August. We reserve the right to close the post and interview ahead of the closing date if & when we receive enough high calibre applications. Therefore, if you are interested, please submit your application as early as possible.

### How to apply

Applicants must be eligible to work in the UK. To apply, please submit a comprehensive CV along with a cover letter to [recruit@gambleaware.org](mailto:recruit@gambleaware.org). Your cover letter should highlight your relevant skills, knowledge, and experience, and outline the approach you would take for this role.

Please note that using Artificial Intelligence AI to write your application or cover letter is not advocated by GambleAware, and it could negatively impact your chances of success in the application process. While AI can help streamline the writing process, these tools cannot fully grasp the context or requirements of the job you're applying for, nor can they accurately reflect your skills, knowledge, and experience. It is crucial that you personalise your supporting statement by articulating these in your unique voice.

If you choose to use (AI) or other tools to assist in writing your application, we ask that you declare this clearly on your CV and / or cover letter, and bear in mind that it's essential to personalise this information, particularly in your cover letter.

### Equal opportunities

All candidates are also requested to complete an online [Equal Opportunities Monitoring Form](#) which will be found at the end of the application process. This should be submitted to [recruit@gambleaware.org](mailto:recruit@gambleaware.org). This is not mandatory but will assist GambleAware in monitoring selection decisions to assess whether equality of opportunity is being achieved. Any information collated from the Equal Opportunities Monitoring Forms will not be used as part of the selection process and will be treated as strictly confidential.

GambleAware is an equal opportunity employer and is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance, and the elimination of all forms of discrimination in the workplace for all staff and job applicants.

### Adjustments

We are committed to ensuring everyone can access our website and application process. This includes people with sight loss, hearing, mobility, and cognitive impairments.

Should you require access to these documents in alternative formats, please contact [recruit@gambleaware.org](mailto:recruit@gambleaware.org). We also welcome any comments or suggestions about improving access to our application processes.

### Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your sensitive personal data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sexual orientation, genetic and/or biometric data) in your CV and application documentation.

Following this notice, any inclusion of your sensitive personal data in your CV/application documentation will be understood by us as your express consent to process this information going

forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

## **Contact details**

For a conversation in confidence, please contact [recruit@gambleaware.org](mailto:recruit@gambleaware.org) and we will come back to you.



## About GambleAware

GambleAware is the leading independent charity and strategic commissioner working to keep people safe from gambling harms.

We are the leading strategic commissioner of gambling harm education, prevention, early intervention, and treatment across Great Britain. We work in close collaboration with the NHS, clinicians, local and national government, gambling treatment providers, as well as other mental health services. We operate across four key areas by:

- Providing support, advice, and tools to help people make informed decisions about gambling. We help people understand and recognise the risks of gambling, and direct them to more information, help and support, should they need it.
- Commissioning the National Gambling Support Network (NGSN), a group of organisations across Great Britain which provides free, confidential treatment, as well as the National Gambling Helpline which takes around 52,000 calls and online chats a year.
- Commissioning research and evaluation to increase our knowledge and understanding of what works in the prevention of harm.
- Producing public health campaigns on a national scale and providing practical support to local services and partners.

If you're worried about how gambling makes you feel, we can help. For free and confidential advice, tools and support, search GambleAware or contact the National Gambling Helpline, available 24/7, on 0808 8020 133.

### Our independence

As an independent charity, GambleAware has an extremely robust system of governance processes in place, is accountable to the Charity Commission, and works to hold the gambling industry to account. Members of our independent Board of trustees are leaders within the NHS and public health sector and have no connection to the gambling industry. We work closely with DCMS, DHSC, OHID and the Gambling Commission, who all recognise our integrity and independence. The gambling industry has absolutely no input, influence or authority over any of our activity.

### Governance

We have robust governance processes to guarantee our independence from the gambling industry. Our Board of Trustees have extensive public health and NHS backgrounds and are selected based on their expertise to support the commissioning of best practice national prevention, education, treatment and support services. GambleAware is committed to the Charity Governance Code, which includes a priority to be transparent and accountable and regular communication with the Advisory Board for Safer Gambling. GambleAware's Board of trustees is chaired by Baroness Kate Lampard CBE, former lead non-executive director on the Department of Health & Social Care Board and a trustee of the Esmée Fairbairn Foundation. Other trustees have extensive public health and NHS experience.

### Funding

GambleAware has long called for the introduction of a statutory levy on the gambling industry and was delighted to see a levy included in the Gambling White Paper. A levy will enable proper funding oversight, avoid duplication of work and provide a sustainable, transparent and long-term funding model to ensure the successful delivery of the research, treatment and prevention services needed to prevent and treat gambling harms.

Gambling is a serious public health issue and having greater accountability and a government led National Strategy to prevent gambling harm, which is supported by sustainable funding, means all operators can be held accountable. The new statutory levy will give certainty and stability to commissioners like GambleAware, as well as service providers, to make long-term commitments to meet population needs. It will also ensure further separation between the industry and research, education and treatment. Sustainable funding will enable us and those working to reduce gambling harm to increase access to early interventions, expand the number of local systems who can act to prevent gambling harm and develop a commissioning plan which is specifically targeted at help young people and children.

## Our guiding principles:

GambleAware has a vision to see a society where everyone is safe from gambling harms. To help achieve this, we are steered by a clear set of values which guide our behaviour and shape everything we do.

<b>We are all here to make a difference...</b>
<ul style="list-style-type: none"><li>• We start from the perspective of people at risk of gambling harms</li><li>• We ask what impact we can have</li><li>• We are bold enough to set the agenda and lead the way</li><li>• We persevere until we reach our goals</li><li>• We do things that leave a legacy.</li></ul>
<b>...by working with curiosity and innovation...</b>
<ul style="list-style-type: none"><li>• We strive for new ways to solve problems</li><li>• We share learning, insights and expertise</li><li>• We are willing to take risks or go out of our comfort zone</li><li>• We ask questions and welcome constructive challenge</li><li>• We learn from our successes and failures.</li></ul>
<b>...and pulling together as one team.</b>
<ul style="list-style-type: none"><li>• We value everyone's talent and perspective</li><li>• We ensure everyone feels welcome and can be themselves</li><li>• We collaborate to deliver the best outcomes</li><li>• We go out of our way to help each other</li><li>• We celebrate everyone's success together.</li></ul>

## Life at GambleAware

### Employee benefits

We are committed to offering our employees a range of benefits to support their wellbeing. We regularly review and update our benefits and the list below summarises those currently on offer.

Annual flu vaccinations	Flexible working
Annual leave, 25, increasing to 28 with length of service days plus public holidays and Christmas closure	Resilience Fund
Regular staff feedback survey	Investment in staff development
Cycle scheme	Mindfulness app
Death in service	Pension
Employee assistance programme	Private healthcare
Eye-test and DSE assessment	Generous family friendly policies

### Equal opportunities

GambleAware is committed to equality, diversity, and inclusion – with an EDI group at the core of the charity that is committed to driving real change throughout the organisation. Our aim is to ensure that our staff, partners, stakeholders, and those we commission – at all levels – are committed to driving change for a more equitable society promoting zero tolerance towards inequality, exclusion, racism and all forms of discriminations through the organisation and our partners.

GambleAware will be conducting quarterly staff surveys to allow for an open, honest, and confidential way for staff to feedback and share their observations of the charity and make suggestions for improved ways of working going forward.

### Career development

At GambleAware, we pride ourselves on offering a work environment that encourage professional growth. We have a competency framework in place that sets out the skills, knowledge and behaviours that lead to successful performance. The framework is used as a basis for determining what employees need to achieve and how they can work to achieve this.

The framework is designed to empower staff to take control of their career and we deliver on this by offering regular internal and skills-based training opportunities for all employees, at any level. There are also opportunities for coaching across the team and with junior colleagues and we also provide an internal mentoring framework for all staff.

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GambleAware is the independent charity (Charity No. England & Wales 1093910, Scotland SC049433) and strategic commissioner of gambling harm education, prevention and treatment across Great Britain to keep people safe from gambling harms.

For further information please contact [info@gambleaware.org](mailto:info@gambleaware.org)