

AFSG COORDINATOR ROLE DESCRIPTION

The Academic Forum for the Study of Gambling (AFSG) is seeking a Coordinator to support organisational sustainability, membership, and outreach activities. This is a one-year contract position with the possibility of extension. The salary available ranges between £30,000 and £40,000 depending on experience, qualifications, and time commitment. This is a part-time (between 2 and 4 days a week, to be agreed upon with the successful applicant), remote working position, and the applicant must be based somewhere in the United Kingdom.

The AFSG Coordinator will report to the AFSG Executive Committee and will work closely with [Greo Evidence Insights](#) (Greo), the organisation that provides administrative and logistical support to the AFSG. The Coordinator will work independently on the tasks outlined below and will be required to attend meetings of the AFSG to provide regular progress updates.

RESPONSIBILITIES:

- **AFSG planning and sustainability.** The Coordinator will be responsible for:
 - Developing and enacting a sustainability plan to establish the AFSG as an independent formal, registered charity, not-for-profit, or similar appropriate entity. This could include, but is not limited to the following activities:
 - researching possible organizational structures including liaising with other academic societies/membership bodies to gain understanding of their operations, infrastructure, articles of incorporation and funding structures;
 - proposing an organizational structure that would support AFSG sustainability goals;
 - connecting with professionals and services necessary to implement a sustainability plan; and
 - recruiting trustees (if applicable).
- **Network growth and promotion.** The Coordinator will be responsible for:
 - promoting and raising the profile of the AFSG;
 - developing and implementing a communications strategy to increase engagement with the AFSG;
 - creating, writing, sharing, and engaging with relevant content via AFSG social media channels;
 - managing (i.e., formatting, maintaining distribution list, and disseminating) an AFSG newsletter or other equivalent communication project;
 - seeking opportunities to promote the AFSG and AFSG funding opportunities in appropriate locations such as academic journals or research databases;
 - managing all membership communications;

- o assessing and proposing other appropriate knowledge translation opportunities and activities for the AFSG;
 - o supporting other AFSG activities, projects, and initiatives that may arise, as they relate to membership relations, communications, and outreach; and
 - o maintaining and updating the AFSG website.
- **Mobilisation of funded research projects.** The Coordinator will be responsible for:
 - o organizing a webinar series featuring AFSG funded research presentations/webinars for AFSG members;
 - o supporting the organising committee of the Current Advances in Gambling Research conference series.

QUALIFICATIONS

- **Essential qualifications.** The AFSG Coordinator must have:
 - o experience in one or more of the following sectors: mental health and wellbeing; academic research/support; professional societies or the charity sector; bid development and partnership engagement;
 - o excellent written and oral communication skills with the ability to network and build meaningful relationships;
 - o experience managing social media and webinar platforms;
 - o experience using basic tools to build and manage websites;
 - o ability to recognise, navigate, and escalate sensitive issues to the AFSG Executive Committee and Greo as appropriate.
- **Desirable qualifications and experience.** It would be valuable for the AFSG Coordinator have one or both of the following assets:
 - o experience establishing a UK registered Charity
 - o knowledge of the field of gambling studies

HOW TO APPLY

Please submit your cover letter and CV in one continuous pdf to info@greo.ca. The subject line of your email should be "AFSG Coordinator".

If you require accessibility-related accommodations to participate in the recruitment process, please email the above address with "Accommodation Required" in the subject line and provide your contact information.

Applications are due by **23:59 GMT on April 7, 2024**. Application review and candidate interviews may be conducted on a rolling basis (e.g., prior to the application deadline).