

Title:	Business Delivery Coordinator, The Gambling Business Group (GBG)
Expected Hours:	Flexible and averaging 24 hours per week, during the core weekday business hours of 9-5, however expected to work the hours required to achieve agreed objectives. There is likely to be some limited evening work and travel. We are open to discussions about the role being on an employment or contractor status.
Location:	Home based with occasional UK travel to meetings including into London
Reporting to:	The Gambling Business Group's General Manager
Responsible for:	Working with the GBG Executive to plan, organise and coordinate the GBG's workstreams and associated activities
Salary Range:	£25,000 - £30,000 per annum for 24 hours per week, depending on experience

Purpose:

To be a key member of the GBG Executive Team (the Exec) involved in the delivery of the GBG's strategic aims and workstreams and the obligations of administering a limited company.

The Exec comprises the Chief Executive, General Manager and Chairman who uphold the GBG values of collaboration, innovation, transparency, adaptability, being progressive and, above all; doing the right thing.

Key Responsibilities:

1. Workstream coordination

To deliver its aims and objectives the GBG has various established Working Groups on topics such as responsible gambling, gaming machines, security and licensing. The Business Delivery Coordinator does not need to be an expert in topics – their role is to:

- Support the Exec on the progress of multiple projects/workstreams led by these Working Groups
- Liaise with internal and external project group Members to support them deliver on their tasks and milestones
- Produce clear reports on the status of projects/workstreams
- Carry out administrative tasks in relation to the projects including scheduling and planning meetings of the different Working Groups, producing agendas and documenting discussions
- Maximise member engagement in GBG Working Groups

The Business Delivery Coordinator will also play an integral part in organising the GBG's High Street Hub stand at exhibitions.

2. Communication and Record Keeping

GBG prides itself on timely informative communication with its Members. Working with the Exec, the Business Delivery Coordinator will be responsible for

- Regular communication to Members including the publication of electronic newsletters and bulletins
- Website oversight
- Responding promptly to queries and requests from our Members
- Developing content for external communication
- Membership contacts database management
- GBG document electronic storage

3. Financial management support

The Business Delivery Coordinator will support the Exec with the financial and other formal administration obligations of the GBG as a Limited Company.

Preferred Requirements and Skills:

- Minimum of 1 year work experience as a Business Delivery Coordinator (or similar workstream management and administrative roles)
- Confident communicator with excellent verbal and written communication skills and the ability to engage with our Members and external stakeholders
- Strong organisational and time management skills to undertake a varied workload and prioritise tasks effectively, including handling more complex projects alongside administrative duties
- Teamwork skills and able to collaborate and coordinate with others to deliver results within deadlines
- Ability to take the initiative to identify problems and develop solutions
- High attention to detail and accuracy in the production of written reports presentations, minutes and other documents
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Willingness to learn and develop the role

Who is the Gambling Business Group?

The GBG is a trade body representing the cross-sector land-based gambling sector, with social responsibility at the heart of everything we do. We have a broad membership of Adult Gaming Centres Bingo, Betting, Pubs, Machines and Suppliers, alongside supporting businesses including legal, licensing, finance and consultancy organisations. Our Members are committed to the highest standards of responsible gambling and want to ensure that those most vulnerable are protected and we are continually striving to improve standards and protections through our workstreams.

Our work sees us engage with the Department for Digital Culture Media and Sport, The Gambling Commission, the Institute of Licensing. Licensing Authorities and other gambling trade bodies to name but a few.

Interested in applying?

Submit your CV and covering letter setting out how your skills, experience and values are a good fit for the Gambling Business Group to charlotte@gamblingbusinessgroup.co.uk

Deadline Monday 7th September 2026.