



Communications Assistant, English Bridge Union

Aylesbury, Buckinghamshire
Part-time, 0.50 FTE

This is an office-based, administrative position, with the English Bridge Union (EBU), the national governing body for the mind sport, bridge. It seeks a Communications Assistant (CA) to help in the promotion of the game, and in the delivery of services and activities to its membership.

The CA will split their time between the EBU and English Bridge Education and Development (EBED), the national charity for the promotion and development of bridge. This split will be in an overall ratio of 80:20, however the weekly ratio will vary depending on the work which needs to be completed at any given time. Time management, and the ability to identify and prioritise key tasks, will therefore be an important attribute of any potential candidate.

The CA will report to the Communications Manager (CM), but will liaise with various members of staff within different departments of the EBU and EBED.

The position involves:

Publicity materials

Producing (both independently and with the CM) publicity materials for use by: the EBU and/or EBED; the membership; etc. This may include: leaflets; booklets; posters; etc

These materials will be produced to meet the existing requirements of EBU departments, and in response to requests from the membership. We would also expect the CA to be proactive in identifying opportunities to expand the range of materials available.

Membership Communications

Assisting in the production/circulation of emails and newsletters to the membership.

Social media

Running the EBU's social media accounts, and improving/expanding content as appropriate.

Media communications

Contacting local media, as and when appropriate, to assist in publicising the game.

Assisting the Communications Manager at times of national media interest in bridge/the EBU.

Using the media monitoring service to which we subscribe to identify news of interest or relevance to the EBU and its members.

English Bridge

Assist the CM in providing support to the editor of English Bridge, the EBU's 'members magazine'.

Website

Assist the CM and IT team in keeping the EBU and EBED websites up-to-date, including updating the site, and generating/editing written content.

Your skills and experience

Prospective candidates should have:

- good literacy skills
- good IT skills, including experience with publishing/design software
 - Desirable* - experience with website maintenance, and basic knowledge of html
- an understanding of social media
 - Desirable* - experience of running the social media account of a club/business/organisation
- *Desirable* - experience of engaging with the media
- the ability to self-motivate, good time-management skills, and the ability to prioritise their workload
- good interpersonal and communication skills
- *Desirable* - experience of working in an office environment
- *Desirable* - experience of working in a customer-/member-serving position

Familiarity with bridge would be desirable, but is not required. Whilst the successful candidate would not be expected to learn to play, it would be expected that in the course of their job they would expand their knowledge of the rudiments of the game in order to provide the best possible service to the membership.

The position

Salary: For the privacy of its staff, the EBU does not publicly disclose its salaries. This is available on request.

Hours: The position is 0.50 FTE (17 ½ hours per week).

The specific hours worked can be discussed at interview as there is some flexibility – though they should be during the EBU's core working hours of 9am to 5pm, Monday to Friday.

The position is permanent, following a six-month probationary period.

Location: The job is based in the EBU's offices in Aylesbury, Buckinghamshire.

Start date: To start on 17th July, or as soon as possible thereafter.

To apply

Please send a CV and covering letter to the Communications Manager, Peter Stockdale: peter.stockdale@ebu.co.uk.

Informal enquiries are welcome via that email address, or on 01296 317215.

Applications should be made by 9th June. Interviews will take place throughout June at mutually convenient times.