



Role Profile

Role Profile:	EBED Chief Executive Officer
Organisation	English Bridge Education & Development (EBED)
Reports to:	Chair of EBED
Location:	Aylesbury, Bucks (but an element of home-working may be possible)
Role Status:	At least four days a week
Line Reports:	EBED Bridge for Youth Officer EBED Bridge Education and Development Officer EBTA Manager EBED Project Manager EBED Club Director Training Officer EBED Education Coordinator
Salary	£35,000 (assuming four days per week)

Role Summary:

After three years setting up and establishing EBED as the national body with responsibility for bridge education, our current Chief Executive's term is ending in Autumn 2020. We are now seeking an inspirational leader who is used to operating at a senior level with the necessary interpersonal skills and knowledge of the game of bridge together with the business and financial acumen to be able to take the charity on to the next stage of its development.

Key aspects of the role will include:

- building relationships with the Chair, EBED's trustees and significant donors, such as the EBU;
- communicating with stakeholders, including bridge teachers and county associations;
- acting as the charity's ambassador at key events;
- leading, motivating and developing the charity's staff and volunteers;
- working closely with the board of trustees to develop the organisation's strategy and business plan;
- overseeing and monitoring the charity's day-to-day operations;
- establishing budgets and reviewing financial performance;
- leading projects and developing new initiatives;
- preparing reports for the board of trustees;
- acting as the interface with the Charity Commission and ensuring legal and statutory compliance; and
- leading fund raising initiatives.



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Organisation Description:

EBED's charitable objects are: (i) the advancement of amateur sport by promoting the game of duplicate bridge for the public benefit; and (ii) the advancement of the education of young persons in full time education in the playing of duplicate bridge.

EBED's mission is: (i) to promote and develop duplicate bridge as a social and community activity highlighting the particular health benefits of maintaining effective brain function, providing opportunities to foster friendships and promote community spirit; (ii) to train bridge teachers and tournament directors using excellent educational materials and develop proven learning programs and materials for students of bridge; (iii) to provide support and assistance for associations and clubs wishing to promote the education of duplicate bridge in their organisation; and (iv) to actively support, grow and champion youth duplicate bridge throughout England.

Job Specification:

The Chief Executive Officer will be responsible for all aspects of the running of EBED including delivering current services and developing new ones.

Training

The CEO will take a strategic lead on the training of bridge teachers and tournament directors. They will ensure that there is a clear pathway in place for teachers and directors and that suitable materials are available to support them. They will ensure that proper processes are in place to recruit, train and retain Teacher Educators and Tournament Director Trainers.

EBED Publications

The CEO will take a strategic lead on the development and publication of all EBED educational materials both in print and on-line.

English bridge Teachers' Association ("EBTA")

The CEO will provide strategic oversight of the offering and operations of EBTA. They will ensure regular consultation and communication with the community of bridge teachers and will be responsible for the biennial teachers' conference.

Youth Bridge

The CEO will take a strategic lead on the development of youth and schools bridge. They will be responsible for the annual Junior Teach In along with the other annual junior events. They will be Child Protection Officer for EBED (and the EBU).

Research

The CEO will monitor the bridge-related research programmes being undertaken by two universities that EBED has in-part funded and will assess how the outcomes can be used to develop the game.

Financial Management

The CEO will work with the Board and staff to develop and deliver business strategy, plans and targets. They will ensure long term sustainability, through effective governance, sound finance and delivery of services. They will work to develop income streams to support the work of the charity from a diverse range of sources.



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Communication

The CEO will be the public face of the charity and lead communication through a range of channels including social media, attending public meetings and writing articles and press releases as appropriate.

Office Management

The CEO will be responsible for the day-to-day running of EBED and will lead and implement specific projects as required. They will line manage all office staff and liaise with EBU where resources are shared. They will co-ordinate the work of EBED staff, trustees and volunteers. They will be the main contact for the Charity Commission and Data Protection Officer for the charity.

Skills and Qualifications	Essential	Desirable
Bridge Knowledge		
Active club bridge player <i>(NB a high standard of play is not required)</i>	X	
Confident understanding of English Acol	X	
Understanding of the role of a Tournament Director and Scorer		X
Teaching Experience		
Knowledge and/or experience of teaching	X	
QTS or equivalent		X
Knowledge or experience of teaching bridge		X
Management Experience		
Experience of line management	X	
Excellent communication skills both written and verbal	X	
Experience of working on committees or boards	X	
Experience of working in a charity or not-for-profit organisation		X
Experience of HR policy		X
Experience of Data Protection and Safeguarding legislation		X
Project management skills and experience	X	
Education		
Degree level qualification or equivalent	X	