



English Bridge Education & Development

Role Profile:	Bridge Education & Development Manager
Location:	Home based
Role Status:	Full-time or part time (3 days per week)
Salary	Full time basis: £27,560 – 31,500 Part time basis: £16,536
Closing date for applications	Wednesday 28 th June

About English Bridge Education & Development:

Our mission is to promote and develop bridge as a social and community activity.

We do this by focussing on 2 things:

- A national, consistent, high quality bridge education framework.
- Youth initiatives to promote bridge in schools and universities.

The role:

The Bridge Education and Development Manager will work to support the delivery of EBED's training framework which supports the playing, teaching and learning of Bridge.

We are looking for a confident candidate with experience of teaching bridge and actively playing club bridge. Ideally, you will also have some experience of tournament directing. Based at home, the successful candidate works with bridge clubs to identify demand and set-up delivery of EBED's courses for bridge teachers and tournament directors.

We are offering the chance to work with us on either a full time or a part-time basis.

Those holding the role on a full-time basis will additionally be expected to work with teaching and tournament directing experts to refresh and improve our training programmes and will be responsible for running the EBS relaxed duplicate bridge club, EBED's online club for beginners and intermediate players. In addition, there is the potential to work on both short and long-term initiatives that support the teaching, learning and playing of bridge.

Core Responsibilities (full and part-time):

- Work with clubs to identify demand for EBED's bridge teacher training and club directing courses. Arrange, publicise, administer and monitor the delivery of courses.
- Promote and publicise events and deal with potential delegate enquiries to explain course content.
- Collect and review delegate feedback and use this to propose improvements to training course content and delivery.
- Forecast and control training expenditure and revenue forecasts.



Additional responsibilities (full time post holders)

- Administration and management of EBS relaxed duplicate bridge club weekly online sessions.
- Work with bridge teacher training experts to improve delivery and content of EBED club teacher training course.
- Identify, recruit and onboard potential new teacher training course instructors.
- Input into the development of all EBED educational materials, publications and supporting procedures
- There is the potential for suitably qualified candidates to broaden the role by helping to develop new material for online delivery of bridge teacher and director training.
- Assist or possibly lead the implementation of specific projects as required, (examples: assist development new tools for self-learning of bridge, transfer of EBS relaxed game from BBO to RealBridge)

Essential Competencies:

- Active club bridge player (any standard) with passion for the game
- Comfortable working in a small flexible team
- Excellent verbal and written communication skills, able to deal with customer enquiries
- Strong working knowledge of Microsoft Office or Google Workspace
- Excellent organisational, administrative and management skills
- Able to manage competing priorities

Desirable Competencies:

- Experience of bridge teaching
- Experience of club level directing
- Use of online bridge platform
- Elementary digital marketing skills (website administration, social media accounts)
- Experienced in development and delivery of training courses, or development of online training materials

To apply, or for more information

Please send your cv and a cover letter/email to Mark Humphris, mark@ebedcio.org.uk
The closing date for applications is Wednesday 28th June. Interviews will be held using Zoom.

To discuss the role or your suitability please feel free to call Mark on 01296 317 218