



## Role Profile

<b>Role Profile:</b>	EBED Chief Executive Officer
<b>Organisation</b>	English Bridge Education & Development (EBED)
<b>Reports to:</b>	Chair of EBED
<b>Location:</b>	Home working, with occasional travel to Aylesbury.
<b>Role Status:</b>	Four or five days a week*. *The Trustees would prefer to fill the role on a full-time basis but would consider a candidate working on a 4 day per week part-time basis
<b>Line Reports:</b>	Bridge Education and Development Manager EBTA Manager EBED Education Coordinator Youth officers (2)
<b>Salary</b>	C. £41,000 – 51,000* * lower salary range relates to parttime 4 days per week. We offer generous annual leave allowances and a workplace pension.

### Role Summary:

We are seeking an inspirational leader who is used to operating at a senior level with the necessary interpersonal skills. You'll have a passion for bridge and the background and skillset to work with our Trustees and stakeholders to shape our strategy and ensure effective delivery.

Key aspects of the role will include:

- working with the board of trustees to develop the organisation's strategy and business plan;
- recruiting, managing, motivating and developing the charity's staff and volunteers;
- building relationships and communicating with stakeholders and donors;
- Representing the charity at key events;
- 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;



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### Organisation Description:

We are a small team working remotely. 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.

We do this through:

- (i) Provision of a coherent national bridge learning framework that supports students and teachers by providing excellent educational materials.
- (ii) training bridge teachers and tournament directors;
- (iii) inspiring young bridge players to learn and play through provision of bridge events and resources

### 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. They will line manage all our small team of 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.

#### *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.

#### *Youth Bridge*

The CEO will take a strategic lead on the development of youth and schools bridge and oversee the delivery of a program of youth bridge events.

#### *Grants*

The CEO will manage the provision of grants to support teaching and youth bridge activities

#### *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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### *Coordination with the EBU*

The CEO will work with the EBU to coordinate the implementation of a joint education and youth strategies.

### *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.

## **Skills, Experience and Qualifications**

### **Essential:**

The successful candidate must be able to demonstrate a passion for our game through either playing, teaching bridge, or organising bridge events. You will be enthusiastic about attracting players to our game by improving the way bridge is learned, taught and accessed.

You must be able to demonstrate excellent verbal and written communication skills.

You will have experience of managing a small team or organisation and be able to do this effectively whilst working remotely, since the role is home based (with occasional travel to meetings and bridge events).

The successful candidate must be able to complete the necessary DBS checks to allow them to work with young people.

### **Desirable**

A background in education, training or teaching  
Experience of working with not-for-profit organisations  
Experience of data protection and safeguarding processes  
Experience of managing projects.  
Experience of marketing and/or external communications