

## **Club Liaison Officer Job Advert**

We are looking for someone to replace our Club Liaison Officer who is leaving the EBU Club Liaison Officer, to co-ordinate the development and delivery of services to affiliated clubs. This is a part time position, 4 days a week between, Monday to Friday 9am – 5pm. The job is based in Aylesbury, some home working may be considered but the role requires a regular presence in the Aylesbury Office.

Hours will be necessarily flexible as some evening work may be necessary.

Salary £28,000 FTE.

### Skills required

The candidate should be a bridge player and be a car owner/driver. Have good literacy and numeracy skills and be IT literate and confident.

Have excellent inter-personal skills and be able to work with others to develop services for clubs and show understanding of bridge clubs market.

Be a self-motivator with the ability to plan and organise .

### Specific tasks

#### Club Services

Development of packages of services available to clubs including packages for clubs which newly affiliate each year. Encourage clubs to affiliate and guide them through the process.

#### Promotion of service provision to clubs:

- Marketing and promotion of EBU services and to get feedback from members by visiting and playing bridge at affiliated EBU clubs around England. Also occasional visits to non-affiliated clubs to promote the benefits of membership.
- Club Teacher Programme - To promote the Club Teacher programme (in cooperation with EBED staff) and to assist clubs
- Club Tournament Director Training Programme - To promote the Club Tournament Director Training Programme and to assist clubs
- Promotion of the MP scheme and NGS
- Promotion of the EBU Scoring software
- Model Club Constitution and guidance on governance issues
- Assistance to clubs with services we provide
- Evaluation of service delivery to clubs
- Undertake Club Audits

#### Communications

- Keeping the club section on the EBU website current.
- Maintain and improve the online club managers' handbook
- Liaising with Membership Development Officer, Communications Officer and editor of English Bridge
- Liaising with counties and the regional County Working Groups
- Dealing with enquiries from clubs
- Liaising with EBED to enable CLO to promote club teacher training, TD training, EBTA and BfA materials
- Identification and dissemination of good practice in clubs
- Produce a regular report on club matters for the EBU Board