



Tournaments Administrator - The English Bridge Union (EBU)

We are recruiting for a Tournaments Administrator, to give professional secretarial and admin support to the EBU Tournaments section. Bridge knowledge would be an advantage though organisational skills are more important and expert playing ability is certainly not required. You should be enthusiastic, motivated and have good communication skills. Ability to work well within a team and individually, be able to prioritise tasks, good IT skills, experience with Outlook, Word and Excel preferable. A willingness to learn various software systems.

Ideally this is a full-time position , Monday to Friday 9am – 5pm, we would consider a 4 day week for the right candidate, based in the main office in Aylesbury. Salary £25,000 pa.

Key Tasks:

- To administer the set-up of EBU tournaments/events on our internal systems and EBU website, along with the marketing of said tournaments/events.
- To receive competition entries and to administer the income received therefrom.
- To maintain and update Tournament Calendars
- To fully administer all EBU knock-out events which feature matches played privately
- To provide support as required on technical matters relating to the administration of the game, and to answer general enquiries relating thereto
- Controlling the issuing of trophies at EBU tournament/events.
- Organising questionnaires and producing advertising material to be delivered to EBU events, collecting and analysing relevant feedback arising afterwards.
- To be engaged in the role of 'Congress Manager' at major EBU tournaments/events as and when this role may be required (by mutual agreement if this involves time outside normal office hours)
- Secretary to the EBU Selection Committee. Provide administration and secretarial support including preparing Agenda, taking Minutes at three meetings in London a year. Entering Open, Women's, Seniors, Mixed and Junior teams in international events and arranging payments of entry fees.
- Making suitable travel and accommodation arrangements for the official England teams selected for and engaged in major international championships, and administering other matters arising.
- Keeping records and updating database of Junior Squad players. Keeping records and approving expenses in relation to International events and Junior squad training. Preparing budgets for all International events.
- Ensuring compliance with all EBU policy matters such as the EBU's Health & Safety policy
- Assisting other members of the department and/or the Chief Executive Officer, as required.

Please send your CV to Karen Durrell karend@ebu.co.uk before the 20th May 2022