

EBED - Part-time Chief Executive



The job

Playing Bridge has been shown to have significant health and social benefits. In clubs affiliated to the National Body (The English Bridge Union), over 2 million player sessions take place each year. English Bridge Education and Development (EBED) is the charity established in 2013 to promote and develop duplicate bridge in England and to help more people to take part in this enjoyable and beneficial mind sport. The charity's activities are aimed at all sections of the public.

The charity has now reached the stage of development where it needs to appoint a Chief Executive to lead the organisation going forward. The trustees consider the following aspects of the role as being particularly important:

- To lead the charity and manage its day-to-day activities.
- To work with the Board and staff to develop and deliver business strategy, plans and targets.
- To be responsible for delivering and expanding current services and for developing new services.
- To ensure long term sustainability, through effective governance, sound finance and delivery of services.
- To be the public face of the charity

This is a 2-day a week role based primarily at the charity's head office in Aylesbury. It has direct responsibility for 3 members of staff. The charity has an annual turnover of around £300K.

The person

We are looking for a manager with significant experience of operating at a senior level and leading a team. Putting in place a secure business planning and delivery process is a key part of the job and the appointee will need good judgement, strong planning, project management and people management skills and must be able to make and implement difficult decisions. Preparing proposals, policies and strategy papers are important factors; as is providing the main link between trustees and staff. The appointee will therefore need excellent verbal and written communication skills. Being a bridge player would be an advantage but is not essential.

As this is a 2 day/week role, the appointment may particularly appeal to a person wanting to reduce their work commitment or undertake the role as part of a portfolio of part-time jobs.

Remuneration

The salary is £16K per annum for 2 days/week (£40K FTE). This is a 2 year fixed term appointment that may be renewed depending on funding and business priorities and needs.

Applications

If you wish to apply for this position, please send a letter explaining why you consider yourself suitable for the role and a cv to karend@ebu.co.uk. Applications close 30 April 2017.