



Education Development Manager (EDM)

The charity, English Bridge Education & Development (EBED), is looking for an enthusiastic, dedicated person to run the charity on a day-to-day basis. This role reports to the General Manager – EBED.

Main Accountabilities (see the Appendix for details of the charity's current activities)

1. Formulate and deliver the charity's annual financial and operational plans including:
 - Trading activities
 - Youth activities
 - Grant making
 - English Bridge Union Teachers' Association (EBUTA)
 - Simultaneous Pairs Fundraising
 - Donations
 - New projects
2. Provide oversight and support to new projects as requested by the Trustees
3. Advise the Trustees on policy and strategy
4. Review existing activities and work with the trustees to ensure that these are as effective as possible.
5. Work with the trustees to develop new activities to achieve the objectives of the charity
6. Work with the Communications Manager to keep all stakeholders aware of the charity's work and to raise the profile of the charity – responsible for the content of the charity's website

Skills and attributes

- Understand the benefits of playing bridge and be committed to increasing the numbers of those who play across all age ranges.
- Able to play bridge and with an understanding of the educational and organisational infrastructure that supports the game in England.
- Experience of departmental management and budgeting and able to work as part of a team.
- Understanding and experience of project development and management.
- A car driver, with a full UK driving licence (there will be outreach work).
- Excellent interpersonal skills
 - A team player
 - Good written and oral communication skills
 - Resilient
 - Self starter
 - Able to multi-task and prioritise
- IT literate (Minimum MS Word and Excel)

Staff

There is a full time administrative support officer and an EBUTA Manager (0.5 FTE). It is the job-holder's job to manage these staff. Other staffs are shared with the English Bridge Union (EBU) and are tasked by agreement with the General Manager.

Work and salary

This is a full-time post based at EBED's offices in Aylesbury, Bucks. Annual salary will be in the region of £30,000. Some home working will be considered.

Application Please send a detailed CV and covering email to Barry Capal, General Manager, EBED barry@ebu.co.uk. Interviews will take place at Aylesbury during January 2016.