



English Bridge Education and Development

Education and Youth Officer - Salary £25,000 per annum

Full Time 35 Hours, Aylesbury, United Kingdom · Charity Sector

Closing date for completed applications – **15th December 2017**

Interview date – **8th January 2018**

DESCRIPTION

English Bridge Education and Development (EBED) require an Education and Youth Officer to manage and develop successful delivery of the English Bridge Teacher Association (EBTA) services and youth activities. We are looking for a confident candidate with experience of teaching bridge and working with young people. You should be able to evidence these skills along with the ability to communicate effectively, problem solve, influence and possess a strong understanding of the processes involved in the effective day to day operation and development of training programs and projects.

About English Bridge Education & Development

- Our mission is to promote and develop bridge as a social and community activity, to facilitate all education relating to bridge, to produce books and educational materials and to help associations and clubs promote duplicate bridge in their organisation
- Since our operation commenced in April 2014, we have launched the Junior Award Scheme, which offers graded attainment levels in which the young bridge player can work to achieve as they develop their game
- We have hosted and supported numerous successful events which promote and encourage junior bridge players, including residential bridge weekends, competitions and programs which have increased the number of schools and youth groups in which bridge is taught and played
- We host and manage the English Bridge Teacher Association and associated teaching resources.

How you'll make a difference

You will manage and develop successful delivery of the English Bridge Teacher Association (EBTA) services and youth activities for EBED to all key stakeholders ensuring all our programs and projects are aligned for delivery within allocated budgets and timelines.

What you'll bring to the table

You will have the confidence to drive integrated ways of working. Using best practice you will provide operational support to deliver our charitable objectives. You will plan and implement delivery of projects relating to your role, meeting individual goals, timelines and budgets and will work together with the team to deliver organisational objectives.

In order to view the full job description and receive an application form, please email your CV together with a covering letter stating why you feel you are suitable for this role to donna@ebedcio.org.uk. The closing date for completed applications is **15th December 2017**. Successful applicants should be available to attend an interview on **8th January 2018** in Aylesbury, Bucks.