

EBED – Education & Development Officer



Job Specification

Support the Education and Business Managers on various projects and activities, particularly:

1. Investigate the suitability of webinar software to provide EBED courses online & interactive. Establish a series of courses delivering Fast Forward Bridge online. Add further courses such as Improver Workshops and more advanced workshops.
2. Investigate using online bridge platforms to provide supervised/assisted play sessions. Introduce a programme of these sessions for the public by the end of 2017
3. Provide a series of residential courses teaching people to play bridge based on Fast Forward Bridge
4. Using the Aylesbury Workbooks system, develop and implement suitable databases to ensure EBED has available and usable information about
 - Teachers
 - Students
 - Potential sub-contractors

Person specification

Essential

- A high level of IT skills
- Experience of playing duplicate bridge
- Good communication skills
- Self starter
- Team player
- Clean UK driving licence

Desirable

- Experience of formal bridge teaching, either as a teacher or a student

This post involves organising (not delivering) bridge teaching and would be suitable for a recently qualified graduate looking for their first permanent job or for an experienced person with a strong interest in online bridge teaching.

Other

- Based at Aylesbury
- Reports to EBED Business Manager
- This a full-time position.
- Tenure – This is a 2 year fixed term appointment which may be extended if funding allows
- Email a letter of application and current c.v. to richard@ebedcio.org.uk by 30th June.