

Education and Development Manager

Job Title: Education and Development Manager

Location: Home working or office-based

Part-time role: Three days per week

Salary: 60% of £31,000

About EBED

EBED (English Bridge Education & Development) is dedicated to promoting and developing the game of bridge across England. We provide high-quality education for teachers, tournament directors, youth bridge, and have a wider role in developing the game across the country.

The Role

We are seeking an enthusiastic and organised Education and Development Manager to lead, alongside the CEO, EBED's training and education initiatives. You will oversee Club Teacher and Tournament Director Training, develop learning materials, and support initiatives to grow participation at all levels of the game.

Key Responsibilities

- Develop and maintain teacher training curriculum and resources
- Organise venues, instructors, and delegate registration; support instructors and ensure high-quality course delivery
- Provide materials to delegates and tutors, promote courses, and manage training budgets.
- Deliver Club Teacher Training courses face-to-face and/or online, with occasional weekend work.
- Present to groups e.g. Teacher Clusters Meetings
- Collaborate with the CEO and EBTA Manager to develop EBED's website, publications, and learning resources
- Promote EBED's partnerships with online platforms
- Support initiatives to increase participation and engagement across clubs, regions, and nationally
- Assist in creating promotional materials to enhance visibility and engagement
- Assist with the running of youth events

The Ideal Candidate

- Strong organisational and project management skills
- Strong IT skills
- Experience in teaching bridge is essential
- Experience in directing bridge is desirable
- Passionate about promoting bridge and growing participation in the game
- The candidate would be required to undergo an enhanced DBS check

How to Apply

Email or telephone Richard Croot the CEO of English Bridge Education and Development to request an application form.

Email: richard.croot@ebedcio.org.uk

Telephone: 01296 317218 for an informal chat.