



Registered Charity #716

Education Manager

Applications are invited for the position of Education Manager for the Bermuda Sport Anti Doping Authority.

The successful applicant will undertake full responsibility for the **expansion and delivery** of a high quality education programme for the Bermuda Sport Anti Doping Authority. This includes a variety of deliverables such as conducting workshops; training coaches; acting as liaison between the agency and elite athletes; delivery of existing education services to a wide variety of stakeholders, including, athletes, coaches; parents and teachers.

Applicants may contact admin@bsada.org to request a job description and for any further information you wish to obtain regarding the agency. The website is currently under construction, so information normally accessible on the website is not currently available.

Postholder should be a vibrant, enthusiastic, creative individual who can capture the attention of all stakeholders, and who has a proven track record in working with young people and adults alike.

Postholder must have earned a first degree in one of the areas relevant to the position; e.g.: education, communications, health, sport, etc. He/she will have a minimum of two years' experience working in a comparable environment with proven evidence of delivery against agreed objectives, be self sufficient and able to demonstrate a familiarity with the principles associated with drug free sport, and the elements of effective communication.

The successful applicant will have:

- Significant hands-on experience with doping issues with established knowledge of doping-free sport and the Bermuda Sport Anti Doping Authority anti-doping Programme.
- Strong organisational skills with attention to detail and procedures.
- Ability to deal with multiple priorities in order to meet and set strict deadlines.
- Ability to monitor and report against outcomes with a view to improving delivery of services.
- A creative approach to work, with the ability to develop innovative solutions and use initiative in problem solving.

...and will be:

- Self motivated and able to operate with minimal supervision.
- A strong team player with the ability to show understanding and sensitivity to others' views and objectives and to support other team members as required.

The successful candidates must also be in a position to demonstrate their knowledge of at least some of the following:

- The sport structure of National Sport Governing Bodies, including Games Organisations and the mandated requirements in domestic and high performance sport in relation to anti-doping requirements.
- The use of Microsoft Office (in particular Word, Excel, Power Point, Access and Outlook) is essential - some knowledge of publishing software would also be an asset.

The post requires a standard work week of 35 hours; however, evening, public holiday and weekend work should also be expected.

Please email **your resume** as well as a **one page statement expressing your interest** in this position to execdir@bsada.org on or before **Monday, April 18, 2011**

MISSION STATEMENT: To promote ethical conduct in all sporting activity in Bermuda by deterring the use of banned doping practices and illicit drug use.

Cap-a-Laige, Charities House, 25 Point Finger Road, Paget DV04
Phone 232 6851 - Fax 232 -6852
www.bsada.org