



## New Zealand Bridge Teaching & Learning Committee

### TEACHING AND LEARNING RESOURCE CO-ORDINATOR

#### Expressions of interest invited

#### Background

The mission statement of New Zealand Bridge (NZB) is to “*foster, promote and govern the game of Contract Bridge and the participation of players in New Zealand*”. Core to the overall mission is helping clubs thrive and grow and supporting wider participation in the game of bridge. Teaching, coaching and supporting beginners, returning players and those looking to improve their bridge is essential to the ongoing prosperity and development of the game. NZB recognizes its role in providing resources, support and as a facilitator. The Board is committed to investing in developments in bridge teaching and learning. The Teaching and Learning Committee, reporting to the Board, is charged with taking these developments forward.

#### The NZB Teaching and Learning Material

Our teaching and learning material has been widely acclaimed, and we know it has been used by learners all over the world, but we do need to invest in refresh and refocus of the full suite of teaching and learning resources that are available for both teachers and players. We are proud of the material we do have, but recognise that technology and ways of learning have changed, and we need to reflect that in what and how we offer lessons and practise for players.

Our initial focus is material for beginners – our new learners. We acknowledge that there are a number of ways to teach – online/face to face/self-directed; learning can be in short bursts, or as a lengthy on-going programme; people learn visually, through practical application, through repetition, or by rote.

#### The role

Currently, we are looking to appoint a Teaching and Learning Resource Co-ordinator to work with our subject matter experts to **refresh, modernise and re-organise** our full range of beginners resources so that they meet the needs of a new generation of learners and teachers. It is expected that these resources will include videos, slide presentations, practise hands, lesson notes, etc, ready to be launched in January 2025. Videos are an important part of this and it is expected the co-ordinator would create a brief and coordinate with a supplier to edit/create as required.

This would be a paid contracted position, reporting to the Board through the teaching and learning committee. While bridge knowledge is a pre-requisite, and experience of the development of bridge learning resource material desirable, this is also a role requiring leadership and project management skills. The appointee will be working

closely with others with specific expertise (e.g. designers, video presenters etc) and not doing everything themselves.

## Expressions of Interest

If you are interested in the role, please send through an expression of interest outlining:

- Your experience in the development of bridge learning resources and/or other learning resources / educational materials
- Leading and managing teams
- Project management & co-ordination
- The key tasks you would undertake
- Your proposed timetable for the work (to be ready for launch in January 2025)
- Delivering to deadlines

Please also include your hourly rate and an estimate of the hours you think will be required for this work. Examples of previous work and the names of two referees should also be included.

## Timetable

- Wednesday 7<sup>th</sup> August @ 5pm: Deadline for receipt of questions from interested parties
- Wednesday 14<sup>th</sup> August @ 5pm: Deadline for proposal
- Thursday 15<sup>th</sup> August: Short-listing (if required)
- Friday 23<sup>rd</sup> August/Monday 26<sup>th</sup> August: Presentation (via Zoom) to the Teaching & Learning Selection Committee
- Friday 30<sup>th</sup> August: Appointment

For further information please contact Douglas Russell, 021 235 2220 or 09 480 2294, [douglaskeithrussell@gmail.com](mailto:douglaskeithrussell@gmail.com).

## Submitting your Expression of Interest

Please email your Expression of Interest (PDF format) by 5pm on Wednesday 14<sup>th</sup> August to Douglas Russell [douglaskeithrussell@gmail.com](mailto:douglaskeithrussell@gmail.com)