



## **JOB DESCRIPTION**

### **Maccabi GB Community Fun Run Manager 2020**

**Based in North-West London**

**Competitive salary depending on experience**

**Maccabi GB and its affiliates are Britain's leading Anglo-Jewish Sports, Health and Wellbeing Charity and has flourished for nearly 80 years. Part of a global movement operating in over 70 countries, our mission is to support the long term future of British Jewry by engaging and developing the entire Jewish Community with a broad range of sporting, educational, social and health and wellbeing activities, whilst promoting Jewish Identity and the centrality of Israel.**

The Maccabi GB Community Fun Run (CFR) is the largest cross communal event in the Jewish calendar which engages over 80 Jewish charities and schools with over 6,500 members of the community on an annual basis and has raised over £2million for the Jewish charities since 2007.

An exciting opportunity has arisen to join the Maccabi GB team as the Organisation recruits for the position of Maccabi GB Community Fun Run Manager. Maccabi GB are looking for someone to join the team as soon as possible, to lead and manage the Maccabi GB Community Fun in 2020.

In addition to managing the CFR, the role also includes the organisation of other Maccabi GB Community events, with the aim of engaging as many people as possible in the Jewish Community, socialising with like-minded people, networking, educating and engaging with others through sport, health and wellbeing activities.

#### **1. Main purpose of the role**

To be responsible for all aspects of the CFR including the development, strategy, organisation and delivery of the event. In addition to the CFR, the role will also include organising other Maccabi GB Community events.

#### **2. Position of role within the organisation**

Directly accountable to the Head of Events and Business Development.

#### **3. Internal and External contacts**

In addition to direct accountability to the Head of Events and Business Development, this post also requires close working relationships with the Chair, CEO, COO, Board of the organisation, other community organisations and volunteers as well as the other members of the Maccabi GB professional Team, (especially during the lead up to the Community Fun Run). Close working

relationships with external suppliers are also key, to include relationships with all Jewish organisations involved in the Community Fun Run, CST, venue and all other suppliers.

#### 4. Key Accountabilities

**Organise and manage the Community Fun Run and other Community Events within the department:**

##### **Maccabi GB Community Fun Run**

- **Charity Liaison** – Working with external organisations. Build a relationship with, lead and have ongoing communication with all Jewish Organisations (Charities and Schools) through the Community Fun Run process. To include detailing the exact role of the charity, charity recruitment and sign up, a number of charity meetings on the lead up, and briefing before the event.
- **Community Fun Run Website Manager** – Working with an external company to ensure that all aspects of the website are updated and correct throughout the whole Community Fun Run process. Writing content for the website as well as ensure the website is fully functioning before launch and throughout the registration process.
- **Manage Budget (Income and Expenditure)** – Work with Head of Finance and Head of Events and Business Development to determine the event budget. Manage and update budget throughout the process. To continue building relationships with existing sponsors of the CFR and working with the Head of Events and Business Development to bring in new Sponsors.
- **Site Liaison** – Ensure regular contact is kept with venue and working closely with the Head of Security at the venue. Specifics include room bookings, site logistics for the event, providing Public Liability Insurance for all suppliers providing a service at the event, PAT test certificates for any electricity points being used by external contacts, etc.
- **All Event Logistics** – including all areas of the Community Fun Run such as the route, Family Fun Zone, Charity Fair, Food Court. Working to time to ensure that all milestones within the week by week timeline are met. Responsible for managing the event on the day itself. To work closely with Head of Sports to ensure all risk assessments are completed and all Health and Safety has been reviewed
- **Marketing and Recruitment** – Build relationship and work closely with Maccabi GB Marketing Manager as well as external designers/brand managers to build marketing campaign. Set recruitment and market/advertising plan, and communicate to all involved (including charities). Ongoing recruitment throughout, e.g. school assemblies, PR stunt, online. Be the liaison between the Charities and the Brand Manager

- **Staff, Charity and Volunteer Briefing and Management** – To ensure all parties are briefed in detail pre-event, and that everyone has a specific and well thought out role on the day. Manage Team Leaders on the day in order for them to manage their volunteer teams effectively. Work with external organisations to ensure volunteers receive a full and correct briefing
- **Post Event** – To ensure a full post event schedule is in place, to include staff, charities, volunteers, participants and suppliers

**Additional responsibilities:**

- To ensure the database is kept up to date
- To maintain and update the website as and when required
- To work closely with the Maccabi GB professional team
- Support the Maccabi GB Events team
- To manage and run other Maccabi GB Community Events
- To ensure health, safety and welfare guidelines are applied to all events
- Any other reasonable duties and responsibilities as designated by line manager

### Knowledge / Skills / Experience

| <b>Criteria</b>  | <b>Desirable / Essential</b> |
|--|------------------------------|
| Experience working in an organisation at a Managerial Level  | <b>D</b>                     |
| Experience of team management and people   | <b>E</b>                     |
| Experience of working within the Jewish Community  | <b>E</b>                     |
| Comprehensive knowledge of the Jewish Community  | <b>E</b>                     |
| Budgetary experience   | <b>D</b>                     |
| Experience of overseeing marketing and communications strategies   | <b>D</b>                     |
| Attention to detail  | <b>E</b>                     |
| Willingness to learn   | <b>E</b>                     |
| Punctual, Committed and Enthusiastic   | <b>E</b>                     |
| Ability to work on own initiative  | <b>E</b>                     |
| Excellent Team Working skills  | <b>E</b>                     |
| Self-motivator and pro-active  | <b>E</b>                     |
| Ability to plan and view strategically   | <b>E</b>                     |
| Flexible, with a “can-do” attitude of trying to find way of doing things, rather than taking the easy avenue | <b>E</b>                     |
| Efficient administrative and organisation skills   | <b>E</b>                     |
| Effective written and verbal communication skills  | <b>E</b>                     |
| IT literacy (Microsoft Word, Excel, email)   | <b>E</b>                     |
| Owns a car and possesses a full, clean driving license   | <b>D</b>                     |
| Experience of using Raisers Edge Database  | <b>D</b>                     |
|  |                              |

Applicants are invited to submit their CV with a cover letter to [candice@maccabigb.org](mailto:candice@maccabigb.org)  
 Closing date for applications is Monday 20 May 2019.

For more information contact Candice on 020 8457 2337 or email [candice@maccabigb.org](mailto:candice@maccabigb.org)