



JOB DESCRIPTION HEAD OF EVENTS

Maccabi GB aims 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.

Each year, through over 250 targeted projects, programmes and events, Maccabi GB reaches over 45,000 people nationally. This is achieved by a dedicated team of professionals based in both London and the North.

Purpose of Position

The position of Head of Events is part of the Maccabi GB Senior Leadership Team and is a key role within the Organisation. The Head of Events will manage the Events Department, which is responsible for the delivery of a wide range of events aimed at engaging as diverse a cross-section of the Jewish Community as possible, from Community Days, to International Events, specifically the JCC Maccabi Games. The flagship event being the Maccabi GB Community Fun Run, the largest event in the Jewish Community.

Successful candidates must have experience of operating at a senior level in an organisation, be a strategic thinker, have a track-record of managing people and organising events, as well as a comprehensive knowledge of the Jewish Community.

As the Events held generally fall out of the regular working week, there is a necessity to attend the Events outside of office hours as well as potential international travel.

Key Direct Responsibilities

- **Management of Events Department**
 - Set strategic direction for the Department
 - Oversee on a daily basis the personnel who comprise the Department
 - Manage the Maccabi GB Community Fun Run Manager, supervising and ensuring the successful delivery of the flagship event
 - Manage the Departments delivery of the communal events throughout the year
 - Manage the Events budget which includes individual budgets as well as the overall budget of the Department
 - Work with the Maccabi GB Marketing and Communications Manager to ensure the appropriate marketing strategies are in place
 - Work and engage with other Communal Organisations to enable partnerships within the auspices of Events
 - Ensure the Events organised comply with Organisation's Health & Safety and Governance policies and procedures
- **Senior Leadership Team**
 - As a member of the SLT, you will take responsibility and ownership of the wider strategy of Maccabi GB
 - Overseeing integration of cross-departmental engagement within the Organisation
- **General**
 - To commit to working a number of Sunday's over the course of the year on Maccabi GB events.
 - To actively promote Maccabi GB's aim of increasing Jewish Continuity, Jewish Identity and the centrality of Israel through the projects and programmes they are involved in.
 - Any other tasks which the Head of Operations may reasonably direct.

Knowledge/Skills/Experience

Criteria	Desirable / Essential
Experience working in an Organisation at a Senior Level	E
Experience of personnel management	E
Prior experience of event management	E
Comprehensive knowledge of the Jewish Community	E
Budgetary experience	D
Experience of overseeing marketing and communications strategies	D

Knowledge of Child Protection and Safeguarding	D
Attention to detail	E
Willingness to learn	E
Punctual, Committed and Enthusiastic	E
Ability to work on own initiative	E
Excellent Team Working skills	E
Self-motivator and pro-active	E
Ability to plan and view strategically	E
Flexible, with a “can-do” attitude of trying to find way of doing things, rather than taking the easy avenue	E
Efficient administrative and organisation skills	E
Effective written and verbal communication skills, including report writing	E
IT literacy (Microsoft Word, Excel, email)	E
Owns a car and possesses a full, clean driving license	D