



## **JOB DESCRIPTION SCHOOL AND SPORTS CO-ORDINATOR**

**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 primary responsibilities of the School and Sports Co-coordinator is to assist in the planning and delivery of Physical Education and school sport tournaments as well as working with the Maccabi GB team to facilitate various sporting and community events or projects.

The successful applicant will join a strong and dynamic Sport Department and will be directly line managed by the School Sports Manager. They will work closely with the Head of Sport and Community Partnerships to provide sport sessions to all members of the Jewish community.

### **Key Direct Responsibilities**

#### **1. Delivery of PE Curriculum**

- Working in a Maccabi GB partner school as a sports coach to deliver the National Curriculum for PE as well as school sports clubs.
- This role involves lesson planning, individual pupil assessment and tracking as well as building positive relationships with pupils and staff.
- The successful candidate will not need to have a teaching qualification as in house training is provided, but a passion for sports and young people is essential.

## **2. Inter-School Sports Tournaments**

- Assisting the School Sports Manager in the planning, communication and delivery of all 35+ inter-school primary and secondary sports tournaments throughout the academic year.
- Key responsibilities for this role include the booking of venues, liaising with PE co-ordinators within the schools around dates, rules, payments and the development of fixtures.
- To act as a first aider at each tournament. (training available if not currently qualified)

## **3. Community Engagement**

- Work with the Sports Department in the delivery of various programmes aimed at engaging a wide range demographics within the Jewish Community.
- Creatively develop and support new projects to further engage those disaffected in the Jewish Community and to introduce them to a healthy and more active way of living.
- To play a significant role in the education of the wider Jewish Community around the benefits of leading a healthier lifestyle and taking part in more physical activity.

## **4. Community Events**

- To work closely with the Maccabi GB Events Department in the delivery and support of a wide range of community based sport events.
- Design and implement new community events alongside the Maccabi GB Events Department to engage new members of the Community in activity.
- Play a key role in the largest Jewish Event in the UK; The Maccabi GB Community Fun Run. Responsibilities for this will vary from route implementation, set up and take down as well as stakeholder engagement and general support of the Maccabi GB Community Fun Run Manager.

## **5. International Events**

- Dependent on experience and necessity, the successful candidate may be asked to support the delivery on any of the International Games Maccabi GB participates in.
- The role may be specifically around logistical support, recruitment, training or taking an active role in the management team for the Games.

## **6. General**

- To commit to working a number of Sunday's over the course of the year on Maccabi GB Sport and Community 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 School Sports Manager and The Head of Sport and Community Partnership may reasonably direct.

### **Knowledge/Skills/Experience**

<b>Criteria</b>	<b>Desirable / Essential</b>
Experience in working in a sport environment	<b>D</b>
Sports Coaching qualification (level 1 or higher)	<b>D</b>
Passion for Sport	<b>E</b>
Experience working in the Jewish Community	<b>D</b>
Basic knowledge of British Jewry	<b>D</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, including report writing	<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>