



## **School & Sports Coordinator**

### **Job description**

(Full Time or Part Time options available)  
Salary range £18k-£22k dependent upon experience

*“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”*

#### **Purpose of Position**

The primary responsibility of the School & Sports Coordinator is to assist in the planning and delivery of physical education and school sport tournaments as well as working with the Maccabi GB Sports department and wider 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 Sports Manager. They will work closely with Schools and Community partners, to provide sport sessions to a broad range of 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 Sports Manager in the planning, communication and delivery of all 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 work closely with the Maccabi GB Events Department in the delivery and support of a wide range of community-based sport events.
- 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.

### 4. 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.

Knowledge/Skills/Experience Criteria	Desirable / Essential
Experience in working in a sport environment	D
Sports Coaching qualification (level 1 or higher)	D
Passion for Sport	E
Experience working in the Jewish Community	D
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
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
IT literacy (Microsoft Word, Excel, email)	E
Owens a car and possesses a full, clean driving license	D

**For more information about this role, or to apply for this role, please send a C.V. and Cover Letter to Jordan Sapler - [jordan@maccabigb.org](mailto:jordan@maccabigb.org)**

