



Position Description – Deputy General Manager - Juniors – Pan American Maccabi Games, 2019

The Deputy General Manager - Juniors Pan American Maccabi Games is the team leader of the Junior Team of the Australian delegation and, supported by the General Manager, Executive Director of Maccabi Australia will be responsible for leading a junior delegation to the Pan American Maccabi Games in Mexico - July 2019.

This document comprises the Position Description for the Deputy General Manager - Juniors role. This Position Description should be read in the context of the Maccabi Australia Values and Games Guiding principles which are set out in the Attachment.

Key Details:

Commencement Date:	June 2018
Reports to:	General Manager
Other Key Relationships:	The Team executive consisting of: <ul style="list-style-type: none">• Chair of International Sport,• Executive Director MAI,• Head of Finance,• Any appointed Heads of Department, MAI Sports Manager, Junior Team Managers
Employment Status:	This is a voluntary role
Commitment:	The successful applicant must be available for: <ul style="list-style-type: none">• Monthly SLT conference calls and / or meetings• Professional development including workshops and courses as required• Team Manager meetings as required• Mexico 3-17 July 2019• Team flights to / from Mexico (If unable to depart/return on team flights, written pre-permission from the Executive must be received)

Attributes:

The ideal candidate will have:

- The ability to plan, organise and manage tasks with a strong attention to detail
- Team orientation with the ability to work effectively within a management structure
- Previous experience in managing a team of people ideally in a sporting context and on an overseas tour.

- Knowledge of the Pan American or Maccabiah Games or any international Maccabi Games and an understanding of the logistics involved in delivering a successful athlete focussed outcome
- An understanding of the role MAI plays in the broader Jewish community
- Understanding and appreciation of a volunteer-based organisation culture
- The ability to relate to a wide range of people and manage multiple stakeholders
- The ability to develop strong relationships and partnerships
- Excellent communication skills
- Sound judgement, and strong problem-solving and crisis management skills
- Strong conflict management and resolution skills
- A full understanding of the MAI MPP policies and process

Key Responsibilities:

- Manage key aspects of administration, preparation and implementation with regards to sending the Australian Junior Team to the Pan American Maccabi Games
- Work closely with the Executive Director of MAI, who is responsible for the service delivery to support the Team
- Be a proactive leader to Team Managers and Coaches of all Junior Teams
- Build a team environment that is conducive to a productive and positive experience for all team members
- Work with the Leadership Team in leading Junior athletes on MAI values and implementing the Games policies and procedures
- Manage key aspects of administration and operations of the Australian Junior Team for the Pan American Maccabi Games, with sport specific responsibilities as directed by the GM
- Assist with the recruitment of Athletes and work with Junior Managers to develop selection criteria, selection trials, and subsequently training camps
- Ensure best practice administration of the Junior Team so that all athletes are well supported to achieve their sporting goals
- Support the GM to create of an environment that fosters and embraces a positive Team culture, and athlete focus.
- Ensure all management and athletes understand and adhere to the Pan American Team Policies which collectively describe the expected behaviour and standards for everyone on the Australian Pan American Team; and
- Ensure and promote a culture that embraces the Maccabi Australia Member Protection Policies and the welfare of Junior Athletes and Coaches
- Liaise proactively with parents to ensure that communication is appropriate and regular to manage their expectations and concerns

Detailed Responsibilities:

Management of Resources and Administration:

- Manage direct reports effectively
- Plan and manage effectively all activities in your area of responsibility
- Support the recruitment process of Junior Team Managers and assist with their training and development
- Manage, guide and mentor Junior Team Managers and ensure they are well supported in Mexico and in the lead up to the Games

Culture and Representation:

- Create an environment that fosters and embraces a positive Team culture, embracing the Team objectives
- Ensure all Management and Athletes understand and adhere to the Pan American Team Policies which collectively describe the expected behaviour and standards for everyone on the Australian Pan American Team

Team Management, Leadership and Communication:

- Contribute to the leadership of the Australian Pan American Games Team and implementation of its policies and procedures
- Manage, develop and motivate Team Managers and Athletes
- Provide leadership and guidance to Team Managers in their day to day management of their sports and athletes
- Pre-empt and manage a variety of situations as they arise, both in the lead up to the Games and in Mexico

Safety and Security:

- Support and assist in the implementation of all safety and security requirements for all members of the Australian Team at the Games

Team Finances:

- Understand and assist the fundraising efforts and activities of each Team Manager and athletes within those teams



Attachment: Maccabi Australia Values and Games Guiding Principles

Background

Maccabi Australia (MAI) together with our member States and affiliated Clubs exist to promote Jewish identity and continuity – by connecting our Jewish community through sport.

We have a proud history and are the largest Jewish grass-roots organisation in Australia, boasting a 90-year heritage, 35,000 supporters and around 7,000 members ranging in age from 5 to 85 years who participate in a range of sports provided by over 50 clubs. In addition, MAI is a member of Maccabi World Union (MWU) who represent more than 500,000 members in over 60 countries participating in just about every sporting code. Importantly MAI is a Zionist sports organisation and is focused on strengthening its links with Israel and the Jewish community generally.

Maccabi Australia Values

The Maccabi organisation is substantially a volunteer organisation and as such relies heavily on the community for support. Given the diversity of skills, capability and background of the people who represent the organisation, MAI has developed and adopted several timeless values that are intended to guide the behaviour of all members and stakeholders. These are:

- **Respect**
This value incorporates respect for oneself, one's body, for others, for the rules and regulations, for sport and the environment. Related to sport, respect stands for fair play, to win with humility and for the fight against discrimination and any other unethical behaviour. Treat others as you wish to be treated.
- **Teamwork**
We recognize that success and excellence can only be achieved and sustained by a deep commitment to working as a team and the practice of focusing on collective rather than individual effort and rewards.
- **Community**
We act consciously to inspire the trust of everyone whose lives we touch by modeling the highest standards of honesty and integrity. We carry our Jewishness with pride and behave in ways that make the Jewish community proud.
- **Voluntarism**
We remain accountable to our members and value the work of the volunteers who define our organisation. We will promote open and transparent management processes and always engage in authentic consultation with our stakeholders.

As a member, volunteer or administrator of Maccabi it is important that you embrace these values in your dealings and assist in promoting the desired behaviours. We trust that you will commit to do your part to uphold these values and promote the Maccabi brand in the community in a positive light.

Maccabi Australia International Games Guiding Principles

One of the most important events in the MAI calendar is the Maccabiah Games which is held every 4 years in Israel. In addition to these Games, MAI elects to support other international regional Maccabi Games for a number of reasons

Regional Maccabi Games provide a unique opportunity for Jewish athletes to:

- Represent Australia at an international sporting event – those who attend these Games may be on a road to Maccabiah in 2021, whilst others may not see themselves as able to participate in 2021
- Develop and deepen a sense of connection to the community and the Maccabi Movement
- Strive for sporting excellence

All team members, coaches, managers and supporters need to remember that during the Pan Am Games period they are representatives of MAI and their conduct reflects on the reputation of Maccabi, its stakeholders, the community and our standing in society. As such MAI expects all people connected with the brand regardless of their involvement to behave in a courteous and respectful manner consistent with the values, team and behavioral guidelines. An overview of these is set out below:

- **Uphold the Values and Integrity of Sport by**
 - being responsible and accountable to team rules
 - respecting the spirit of fair-play and sportsmanship
 - accepting victory and defeat with dignity and grace
 - being respectful to teammates, officials and competitors
- **Positively Promote the Maccabi Brand by**
 - acting with decorum and dignity to maintain the positive image and values of the Maccabi organisation – be a positive role model
 - striving for excellence and the highest possible sporting standard
 - being proud of your uniform and selection to represent your country, community and team
- **Adopt Team Standards by**
 - complying with the Maccabi Member Protection Policies (MPP)
 - following all medical, safety and anti-doping guidelines
 - adhering to the team member agreement and by-laws

On accepting this position, you will need to become familiar with the MAI behavioural guidelines, MPP, code of conduct and team member agreement.