



Athletics NI

Events & Membership
Officer

Recruitment Pack

May 2024

OUR PURPOSE AND VISION

To **inspire** more athletes of all abilities and backgrounds to fulfil their potential, have a lifelong love for the sport, and ensure an inclusive sport where everyone belongs and can flourish.

Alongside this we aim to unite the athletics community to overcome the current challenges and work collaboratively to safeguard the sport for the future.

OUR MISSION

We seek to increase participation and performance success in athletics at all levels and across all disciplines, ensuring a positive and enjoyable experience for all. We will provide opportunities and enter into partnerships that will inspire and empower organisations and individuals of all ages, genders, races and abilities to achieve their full potential. In everything we do we will focus on safety, wellbeing, equality and positive social impact.

OUR VALUES

We integrate our core values throughout Athletics Northern Ireland in order to build trust, guide behaviours, and maintain a culture that supports achievement of our agreed objectives.



INTEGRITY

Everyone involved in our sport will be respected and treated fairly with a focus on positive relationships, facilitating inclusion, collaboration, mutual support and empowerment.



ACCOUNTABILITY

Everyone involved will be clear about their responsibility to deliver in their role, and to report performance accurately and promptly. All decision making will be clearly communicated and aligned to the strategy.



TRANSPARENCY

We will share relevant information, to support trust and alignment. Equally where confidentiality is necessary, we will operate discretion to protect our staff, members and the sport as a whole.



EXCELLENCE

We will plan, act, reflect, and really listen, to drive innovation and continual improvement. We will ensure our policies and procedures are fit for purpose and consistently applied.



FUN

We want people to feel excited and inspired by our sport, in a safe environment with fun and enjoyment at the heart of athletics.



Events & Membership Officer

Job Detail

Job Title	Events & Membership Officer
Reports to	Events, Memberships & Communications Manager
Location	Athletics House, Old Coach Road, Belfast BT9 5PR
Report To	Permanent, subject to funding
Hours	Fulltime (37.5 hours per week). Evening and weekend work necessary
Remuneration	£23,300

Events & Membership Officer Job Description



Job Purpose

- To assist in the organisation of all Athletics NI events and to support the administrative functions of the business.

Duties to include:

Athletics Events Organisation

- To assist in the organisation of various events including Track and Field, Road Running and Cross Country.
- Approving event permit applications, issuing permits and certificates, maintaining fixture lists.
- Set up online race entries, provide race organisers with online entry information and support.
- Monitoring returns forms and issuing online release of funds.
- Managing club affiliation and athlete registration, athlete transfers. Issuing club registration handbook.
- Liaison with the various partners and suppliers for the events to ensure the promotions are properly organised.
- Preparation of programmes and results.
- For all bookings and events expenditure, follow Athletics NI financial policies and procedures.
- Attendance at certain promotions to undertake administrative duties (this may involve working away from normal base at weekends and occasional overnight stays).

Administration:

- To provide an administrative service to Athletics Northern Ireland Duties will include:
- Maintain and answer the info email queries.
- Deal with telephone enquiries.
- Order medals, bibs and other supplies.
- Monitor Athletics NI kit and merchandise stock levels and re-order when required.
- Update and maintain databases, website and social media
- Provide an administrative service for the Honorary Officers, Sub-Committees and Professional Staff of Athletics NI.
- General office admin, including opening and closing Athletics House, where required.
- Managing room bookings
- Act as fire warden
- Provide information and support for ongoing event and administration quality improvement
- Participate in staff team meetings
- Participate in ongoing Continued Professional Development
- The key responsibilities above give a broad outline of the functions of the post. However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of the post as allocated by your line manager as part of working in a small team to deliver for Athletics NI from time to time.

Person Specification

1.0 Qualifications and Attainment	
<p>Essential</p> <ul style="list-style-type: none"> • Minimum of 2 A-levels (or equivalent) • Minimum of 5 GCSEs at grade A-C (or equivalent) to include Maths & English 	<p>Desirable</p> <ul style="list-style-type: none"> • Degree-level graduate
2.0 Work and Other Experience	
<p>Essential</p> <ul style="list-style-type: none"> • At least one years' experience in an office or administrative environment • Experience in customer facing role 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience in event management • Proven experience of general office financial practices • Experience of working/volunteering in sporting events, especially athletics events • Experience of managing volunteers
3.0 Skills	
<p>Essential</p> <ul style="list-style-type: none"> • Excellent interpersonal and communication skills, sound organisational and planning skills • A working knowledge of IT systems e.g. MS Office, along with competent word processing and administration skills. • Demonstrable skills in the use of IT and an understanding of its use 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience in website administration
4.0 Disposition and Personal Qualities	
<ul style="list-style-type: none"> • Ability to work on own initiative with minimum supervision and to prioritise workload. • A willingness to learn and adapt to a changing environment. 	
5.0 Other Considerations	
<p>Essential</p> <ul style="list-style-type: none"> • A commitment to Equal Opportunities 	<p>Desirable</p> <ul style="list-style-type: none"> • An interest in sports and physical recreation, particularly athletics, is desired but not essential.
6.0 Circumstances	
<p>Essential</p> <ul style="list-style-type: none"> • Able to work evenings and/or weekends when required • Be prepared to work away from normal base when required • Have access to a mode of transport that allows you to fulfil all requirements for the post 	

How to Apply



Please apply by downloading the application form and monitoring form .

For more information or any assistance on downloading the application forms please email seniorhradvisor@viablecs.org

No CVs will be considered

Interviews will be held at Athletics House, Belfast.

Closing Date for applications is 12 noon Tuesday 28 May.

All completed applications to be sent to seniorhradvisor@viablecs.org.

Athletics NI is an equal opportunities employer.



Athletics Northern Ireland (2008)
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