



# Development Manager

Recruitment Pack  
September 2023



# About Athletics NI.

"A vibrant athletics community that inspires everyone to reach their full potential"

## Who are we.

Athletics Northern Ireland is the governing body for the sport of athletics in Northern Ireland. It was founded in 1989 by the amalgamation of the NI Amateur Athletic Association (founded in 1932) and the NI Women's Amateur Athletic Association (founded in 1951).

We are involved in all disciplines of the sport of athletics including track and field; cross-country; road, fell, ultra and mountain running; and Athletics NI caters for all ages from 8 years upwards. There are currently over 90 clubs based throughout Northern Ireland which are affiliated with Athletics Northern Ireland.

We are delighted to present this Information for Applicants pack for candidates for the following vacancy:

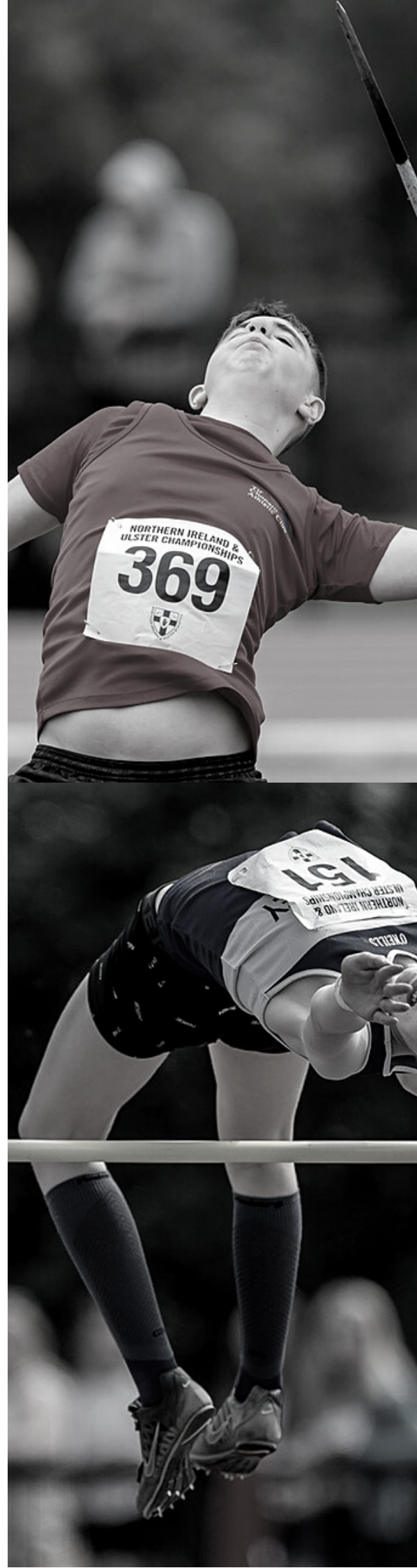
- **Development Manager**

We hope this pack provides an insight into who we are, our aims, and our objectives for the future. You can discover more about Athletics NI over on our website via the link below.

From the team here at Athletics NI, we would like to wish you well in your application and thank you for expressing an interest in joining our team.

Best wishes,  
The Athletics NI Team.

Discover More:  
<https://athleticsni.org/>



# Our Ambitions.

In 2021 it is our mission to make Northern Ireland, pound for pound, the most effective place in the world at supporting volunteers to deliver the best possible experience to athletes and participants. This mission will be accomplished by striving to achieve four key ambitions:

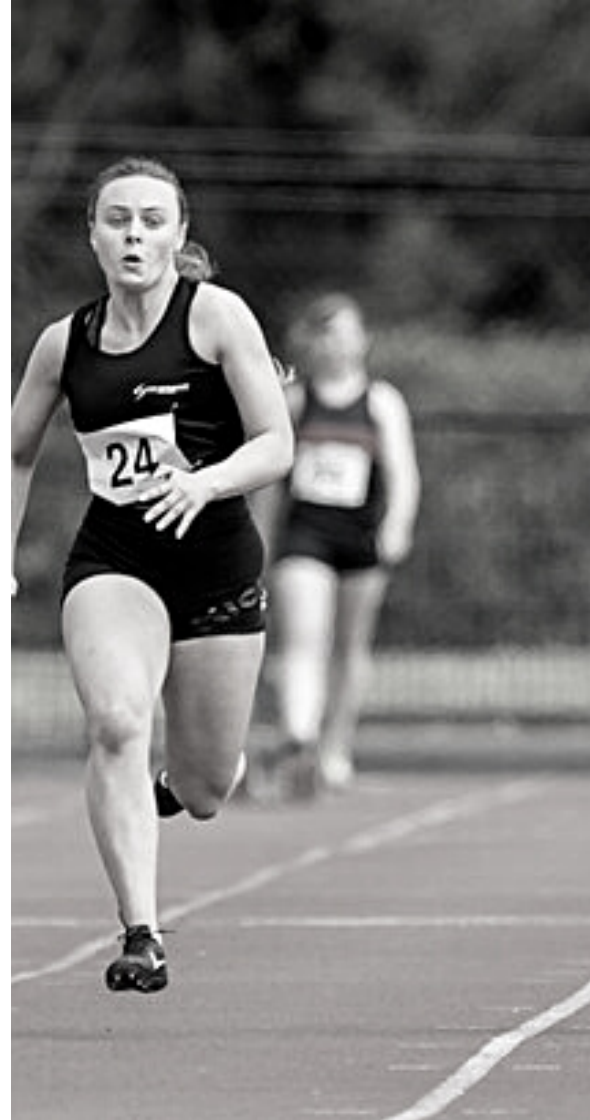
**1** More Northern Irish Athletes at major championships to inspire the general public.

**2** A better participation experience to engage every community.

**3** Aspire to Excellence in everything we do.

In delivering these ambitions we employ a strategy that leverages our strengths and resources while striving for efficiency in everything we do.

Working together, we aim to achieve these ambitions, and work toward our shared vision of "a vibrant athletics community that inspires everyone to reach their full potential".



# The Role and Application Process

Dear Candidate

We are seeking a Development Manager and look forward to working with a candidate who will make the most of this exciting opportunity.

In a fast-paced sport and growing governing body there will be a reasonable expectation that the Development Manager will commit to work on evenings and weekends with a varying schedule week to week and have access to own transport for regular off-site meetings.

For more information and to download the application pack please visit <http://www.athleticsni.org/About/Job-Opportunities>, or email [SeniorHRAdvisor@viablecs.org](mailto:SeniorHRAdvisor@viablecs.org).

No CVs will be considered

Interviews will be held at Athletics House, Belfast.

Athletics Northern Ireland is an equal opportunities employer

**Closing Date for applications is noon on Monday 25th September 2023.**

All completed applications to be sent to [SeniorHRAdvisor@viablecs.org](mailto:SeniorHRAdvisor@viablecs.org).

# Job Description

## Athletics Northern Ireland Development Manager **Job Description**

Job Title:	Development Manager
Responsible to:	Chief Executive Officer
Salary:	£35,000 per annum
Contract:	Fixed Term to 31 March 2024. Due to this being a key role in our future strategy, this is likely to be extended but is subject to funding.
Based at:	Athletics House, Old Coach Road Belfast
Working Week:	Full time (37.5 hours per week). Evening and weekend work necessary.

Athletics Northern Ireland is the governing body for athletics in Northern Ireland, overseeing the development of athletes, coaches and the sport from grassroots to World Class. At Athletics Northern Ireland, we aspire to excellence in everything that we do. At a time when our athletes are achieving medals and top 8 performances in major athletics events having over 90 clubs actively developing athletes, coaches and officials, there has never been a more exciting opportunity to be part of this team in supporting Athletics NI athletes and coaches to success.

We are seeking a Development Manager who will inform the vision & strategy of Athletics NI's development & participation pathway and take responsibility for delivery against all Development & Participation related actions within Athletics NI's operational plan. We look forward to working with a candidate who will make the most of this exciting opportunity.

In a fast-paced sport and growing governing body there will be a reasonable expectation that the Development Manager will commit to attending Development courses and Athletics events which fall on evenings and weekends.

The schedule will vary week to week and at different stages of the athletics season. Access to own transport to attend off site meetings and events will be necessary.

# Job Description

## Job Purpose

- The Development Manager will provide leadership and influence in the areas of club, coach, officials and volunteer development. This role requires both an in-depth understanding of the principles of sport development and the ability to work collaboratively with clubs to build their capacity and capability.
- The key focus of this role is advocating for the quality of athletics experience for all participants through an Athlete-First, System-Led and Performance-Driven philosophy. Athlete-First means we are focused on the needs and expectations of athletes and runners; System-Led means we focus on 'system attributes' which best impact participation including the development and delivery of learning programmes; Performance-Driven means that we hold ourselves and others accountable and seek continuous improvement.

## KEY Responsibilities

- Lead on Club and Coach Development, Education and Mentoring programmes with a strong innovation and best-practice approach.
- Represent Athletics NI in the UK-wide Coach Education Management Group associated activities, working closely with other HCAF to share best practice and implement connected strategies whilst reflecting on local needs.
- Report regularly on the progress of the operational plan to the CEO, the Board, Sport Northern Ireland and other stakeholders as required.
- Provide leadership, management and strategic direction in the area of Development & Participation including plans for growth, provision of appropriate support and resources to Fundamentals and Foundation programmes including Panthers, Rising Stars, Star Track and Flahavan's Cross Country.
- Work with the Athletics NI Committee's where appropriate to ensure alignment and future success at Development & participation stage of the pathway informed by the view of the wider Athletics Community.
- Collaborate with the Performance Pathway Team to ensure appropriate mentoring and transition of knowledge from academy coaches and programmes to clubs and coaches of potential academy athletes.
- Work closely with the Performance Pathway lead and development colleagues to ensure a clear curriculum is developed and delivered across schools & clubs and is aligned to the next stage of the pathway to aid transition through the Athletics NI pathway.

# Job Description

- Track the delivery of the athlete development programmes at the Foundation, Fundamental & Running Participation level against Sport NI targets and regularly report to CEO and SNI identifying successes and challenges.
- Design & deliver needs led Continued Professional Development opportunities for coaches at the Development end of the Sport.
- Manage the overall Athletics NI Coach Education Pathway including associated tasks (i.e. licensing and Access NI) and represent Athletics NI on the Coach Education Management Group alongside Home Country Colleagues.
- Manage Official development alongside other relevant staff, committee's and volunteers to ensure adequate numbers of effectively trained officials are available to the deliver the competition end of the sport.
- Build positive and mutually beneficial relationships with key partners including Sport NI, UK Athletics, Athletics Ireland and the Home Country Athletic Federations.
- Identify sources of funding for club development in NI by maintaining good relationships with Sport NI, councils and other relevant organisations.
- Oversee recruitment and deployment of coaches, where necessary, to deliver on Athletics NI programmes.
- Work with Marketing colleagues to promote club, coach, officials and volunteer achievements to the Athletics Community with the aim of retaining, developing, rewarding and recognising the workforce across all platforms.
- Lead both internal and external communication from a development standpoint across the organisation working with colleagues to ensure this area of the business is visible, transparent, good practice promoted and well understood by the whole organisation and the wider athletics Community.
- Communicate key athletics development messages effectively to Clubs, Coaches, Officials, Volunteers and the entire athletics community.
- Act as the Safeguarding lead for the organisation, including developing and implementing an annual Safeguarding Action plan including all training, development and management of key staff and resources to deal with case management and ensure organisation compliance with all statutory regulations. Responsible for ensuring that current Safeguarding practice and policies meet the legal requirements.
- Lead on developing and maintaining key partnerships within the running participation sector such as The Daily Mile, Parkrun and Belfast City Marathon.

# Job Description

- Lead in development of research and knowledge on the greater health and wellbeing impact of participation in Athletics and use this to increase investment and collaboration with relevant partners to maximise the benefits of out sports for all.
- Club Capability building – work with clubs to assist them to work more effectively in improving the quality of athletics provision.
- Deputise for the CEO in her absence.

## **People Management**

- Support the CEO in providing leadership and direction for staff ensuring they are fully equipped to do their roles by managing probation, training, and by maintaining regular individual supervision.
- Manage staff within the Development Team and act as the key reporting line for the Welfare Officer.
- Recruitment, selection and induction of new staff members;
- Monitor and keep records of all staff, including contracts of employment and any subsequent amendments, as well as annual leave, time in lieu, sickness leave and or any other period of absence.
- Ensure a culture of accountability at all levels through the effective oversight of performance management and appraisal systems across the organisation Inspire staff to give their all, protect our values and strengthen our reputation.
- Foster effective teamwork among employees.
- Monitor daily workload to ensure quality, consistency, and accuracy of engagement with stakeholders, ensuring these team members perform to agreed standards and targets and deal with under performance.
- Ensure that all communication channels are open and that information flows appropriately.
- Ensure adherence to HR policies and procedures.
- Ensure the implementation and communication of the Health and Safety policy across all areas of work to ensure legal requirements are met and a healthy, safe and productive work environment maintained including risk assessments.
- Line management responsibility for staff.



# Job Description

## Financial Sustainability

- Work with CEO to establish annual budgets to ensure the most efficient and effective use of resources.
- Manage own budget, keeping under review, to ensure that your budget remains within the targets set.

## Strategy and Planning

- Contribute to the development and implementation of the organisations business plan, based on strategies and objectives agreed by the Board.

## Professional Development

- Continuously strive to develop themselves professionally and improve capability in the leadership of Athletics NI and its staff.

## Other

- Ensure that all Athletics NI policies and procedures are adhered to at all times.
- Any other reasonable duties consistent with the objectives and strategic plan for the organisation.

## General

- 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 the objectives of Athletics NI from time to time.
- The post holder will be required to travel and attend occasional evening and weekend events as may reasonably be expected within the scope of the post.
- The post is offered subject to an acceptable Access NI disclosure.
- The post holder must maintain an appropriate standard of confidentiality and comply with Athletics NI's Company Rules, Policies and Procedures.
- Personal circumstances must allow the candidate to work extended hours on occasions during times of peak activity (camps and competitions) including evenings and weekends
- Commit to working on weekends and evenings whenever necessary.
- The post holder must have access to a mode of transport that will allow them to carry out the duties and responsibilities of the job.

# Person Specification

## 1.0 Qualifications and Attainment

### Essential

- A third level qualification in Sports Management or relevant subject **OR** five years relevant experience in a Sports Development Leadership role.

### Desirable

- A Safeguarding qualification

## 2.0 Experience

### Essential

- Experience in planning, managing and prioritising multiple and competing tasks and projects to meet deadlines and produce quality results
- Experience in influencing and leading change in attitudes, processes and behaviours
- Experience of leading Coach, Official and Volunteer development to achieve success
- Experience of managing staff and volunteers

### Desirable

- Track record of success in previous Sports Development roles
- Experience leading and managing a multi-dimensional team

# Person Specification

## 3.0 Skills and Knowledge

### Essential

- Highly developed verbal and written communication skills with the ability to communicate and present clearly to a wide range of audiences in a variety of situations
- Excellent time management skills with an ability to work collaboratively.
- Excellent judgement and decision-making skills and the ability to use these skills effectively under pressure
- Solid relationship management skills, effective in managing these internally, externally and across all levels of the organisation
- An understanding of athlete pathways and specifically the Athletics Northern Ireland Athlete Development Model
- Knowledge of Athletics in Northern Ireland and the current club structure
- Understanding the needs of target groups including females, people with a disability and those living in areas of high social need
- Competent working with electronic systems and tools
- Comprehensive knowledge of the sport sector from having worked in either professional or volunteer roles
- Comprehensive understanding of how sport adds value to societal challenges and opportunities
- A working knowledge of sports/athletics in relation to development areas.
- Working knowledge of:-
  - Budget Management
  - People Management

### Desirable

- An understanding of school/club links and the education sector
- An understanding of the Coach Development Pathway
- An understanding of sporting provision and priorities within the local area
- Knowledge of Athletics in Northern Ireland and the current club structure

# Person Specification

## 4.0 Circumstances

### Essential

- The post holder must maintain an appropriate standard of confidentiality and comply with Athletics NI's Company Rules, Policies and Procedures
- Personal circumstances must allow the candidate to work extended hours on occasions during times of peak activity (camps and competitions) including evenings and weekends
- Commit to working on weekends and evenings whenever necessary
- The post holder must have access to a mode of transport that will allow them to carry out the duties and responsibilities of the job
- The post holder will be required to travel and attend occasional evening and weekend events as may reasonably be expected within the scope of the post.
- The post is offered subject to an acceptable Access NI disclosure

# Privacy Notice

Athletics NI (referred "the organisation" throughout this notice) collects and processes personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

## **What information does the company collect and how?**

Athletics NI collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews and phone-screenings you may have;
- information about your current level of remuneration, including benefit entitlements;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

## **Why does Athletics NI process personal data?**

Athletics NI collects and processes your data for a number of purposes and where we have a legal basis to do so, as follows.

Athletics NI has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

# Privacy Notice

We will not use your data for any purpose other than the recruitment process of which you are a part.

## **Who has access to data?**

Your information may be shared internally within the company for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

## **How does Athletics NI protect data?**

Athletics NI takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

## **For how long does Athletics NI keep data?**

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

## **Your rights**

As a data subject, you have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request;
- require Athletics NI to change incorrect or incomplete data;
- require Athletics NI to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

# Privacy Notice

- object to the processing of your data where Athletics NI is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact .....

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner's Office.

## **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Athletics NI during the recruitment process. However, if you do not provide the information, we may not be able to process your application.