



Participation Development Officer

Recruitment Pack
October 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:

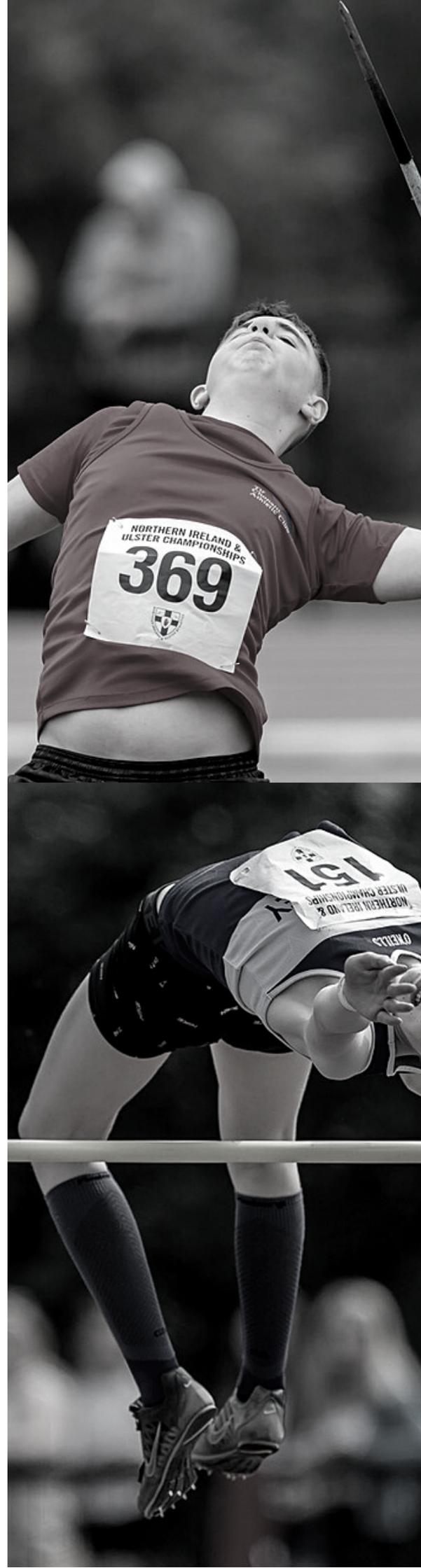
- **Participation Development Officer**

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 Participation Development Officer 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 Participation Development Officer will 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.

No CVs will be considered.

Athletics Northern Ireland is an equal opportunities employer.

Closing Date for applications is noon on 18th October 2023.

Interviews will be held on Friday 27th October 2023.

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

Job Description

Athletics Northern Ireland Development Manager **Job Description**

Job Title:	Participation Development Officer
Responsible to:	Development Manager
Salary:	£22,000 per annum pro rata
Contract:	1 year Fixed Term (with a possible extension, subject to funding).
Based at:	Mary Peters Track Belfast BT9 5PR
Working Week:	4 days (30 hours) per week.

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 Participation Development Officer who will increase the number of children, young people and adults who are actively running/wheeling in a range of settings across Northern Ireland. This role will be responsible for developing and coordinating programmes and initiatives that aim to achieve the Athletics NI strategy. 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

- To increase the number of children, young people and adults who are actively running/wheeling in a range of settings across Northern Ireland. Developing and coordinating programmes and initiatives that aim to achieve the objectives of strategies and operational plans.

Key Aims

- Improve the physical activity levels across schools, embedding programmes like The Daily Mile.
- Developing the participation pathway and range of initiatives that serve participants, volunteers, clubs, Run NI groups and other organisations that aim to promote running and physical activity.
- Work alongside partners sharing best practice among volunteers, clubs, Run NI groups and other organisations.
- Support the participation endurance side of the formal coach education endurance pathway, non-formal endurance coach development and deliver on club, Run NI group, coach and participant development initiatives for Athletics NI.

Job Description

Specific Responsibilities:

The Daily Mile

- Work across local authorities and local partners to support the effective implementation of The Daily Mile, in alignment with national strategy for Northern Ireland.
- Creation and management of a Northern Ireland Daily Mile teachers and partner advisory group.
- Support teachers and primary schools who are registered with the Daily Mile to sustain their participation.
- Communicate campaigns and provide collateral to support teachers and schools.
- Encourage local and regional Daily Mile activations and campaigns.
- Encourage case studies from schools across NI, sharing best practice across the Daily Mile community.
- Regularly monitor and evaluate school participation data and report findings to the wider Daily Mile Foundation and Northern Ireland Network.
- Liaise directly with the Daily Mile Foundation team working collaboratively to improve The Daily Mile offer and opportunities to help support the programmes growth across the UK.

Running Participation

- Coordinate programmes and initiatives that aim to increase, develop and sustain running participation across Northern Ireland.
- Work with the Athletics NI Development team to develop and sustain a robust running participation pathway that supports both participants and volunteers/coaches.
- Lead on the delivery of partnerships with external organisations such as Parkrun and The Daily Mile to support wider running participation across Northern Ireland.
- Develop and nurture partnerships with clubs, volunteer organisations, local authorities and schools.

Job Description

Coach Education

- Support, coordinate and deliver non-formal coach development opportunities.
- Assist Athletics NI with endurance focused coach and athlete/participant initiatives.

Communication & Administration

- Actively promote all initiatives across multiple communication channels. This will include promoting the role and associated initiatives on social media.
- Implement appropriate Safeguarding, Welfare and Health and Safety policies and procedures in order to ensure a safe, effective and friendly environment at all sessions.
- To be responsible on a day-to-day basis to Athletics NI Development Manager.
- Any other duties as may be allocated as appropriate to the post.

Person Specification

1.0 Qualifications and Attainment

Essential

- Athletics Coaching Qualification at Leader in Running Fitness Level (or equivalent) or ability to achieve within three months of being appointed.

Desirable

- Athletics Coaching Qualification at Coach in Running Fitness Level or Athletics Coach (or equivalent).

2.0 Experience

Essential

- Experience of establishing and managing relationships within the sport and physical activity sector.
- Experience of monitoring and evaluating the impact of sessions/programmes.

Desirable

- Experience of working within school and/or education sector.
- Experience of working with participants in a running environment.
- Experience of developing and documenting running related curriculum and resources.
- Experience of supporting coach development opportunities.
- Experience of mentoring and/or supervising volunteers/coaches.

Person Specification

3.0 Skills and Knowledge

Essential

- An understanding of children, young people and adult pathways into sport and physical activity.
- An understanding of the impact of physical activity on personal wellbeing.
- A sound understanding of Safeguarding and Health & Safety principles, policies and procedures.
- A valid and up-to-date Athletics NI Coaching License (once qualified).

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

4.0 Circumstances

Essential

- Prepared to work irregular hours including evenings and weekends.
- Have access to a mode of transport that allows you to fulfil all requirements of the post (personal cars must be appropriately insured for work use if necessary).

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 ceo@athleticsni.org.

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.