



Rising Stars: Coaching Assistant

Part-Time, Casual

Information for Applicants

July 2023





Introducing
Athletics
Northern Ireland.

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:

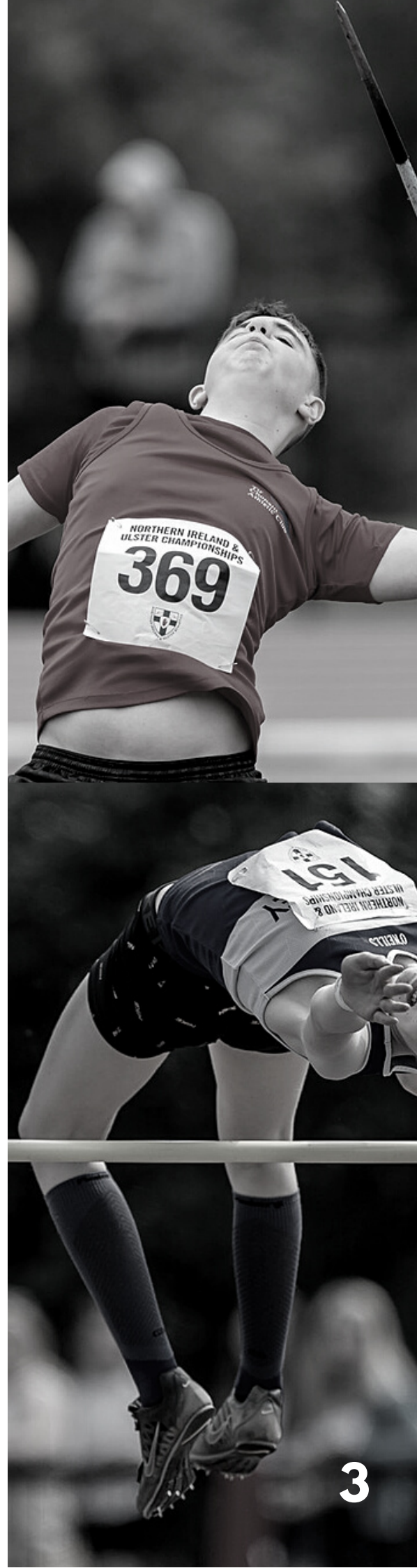
- **Rising Stars Coaching Assistant (Part Time, Casual)**

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".





**Rising Stars:
Coaching Assistant
Part Time, Casual.
The Role.**

The Role and Application Process

Dear Candidate

We are seeking a Rising Stars: Coaching Assistant 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 Rising Stars: Lead Coach will commit to work on evenings and weekends with a varying schedule week to week.

For more information and to download the application pack please visit <http://www.athleticsni.org/About/Job-Opportunities>, or email shauna.bratten@athleticsni.org

No CVs will be considered

Interviews will be held the week commencing 4th September 2023 at Athletics House, Mary Peters Track, Belfast.

Athletics Northern Ireland is an equal opportunities employer

The closing date for applications has been extended to Monday 21st August 2023 at 5pm.

All completed applications to be sent to shauna.bratten@athleticsni.org

Athletics Northern Ireland Rising Stars: Coaching Assistant (Part Time, Casual) **Job Description**

Job Title:	Rising Stars: Coaching Assistant (Part Time, Casual)
Responsible to:	Club & Coach Development Officer
Salary:	£13 - £15 per hour
Contract:	Casual
Location:	Belfast or Mid Ulster

Rising Stars is an athlete development initiative delivered weekly initially in two regions (Belfast City and Mid-Ulster).

Relaunching in September 2023 with up to 30 Junior Athletes in each region, Rising Stars will focus on delivering a standardized curriculum to athletes aged 12 to 15. These weekly squads will act as an example of best practice in delivering a multi event approach to those talented junior athletes emerging.

Rising Stars addresses the building blocks of athleticism, which underpin training for any event or sport and previous success of Rising Stars graduates in both national and international multi event competitions has demonstrated that young athletes can achieve success by being engaged in a program that focuses on the long term athlete development.

We are currently seeking Lead Coaches to support the delivery of this program. This is a paid position, and generally will run in three ten-week blocks through the year.

Job Purpose

To support the lead coach on the Rising Stars Program within the Belfast (Mary Peters Track) and/or Mid Ulster Area (Meadowbank Sports Arena)

Specific Responsibilities

- Support the delivery of the Rising Stars program to a squad of up to 30 junior athletes in either the Belfast and/or Mid Ulster area.
- Lead sessions following the standardized curriculum which focuses on the Long Term Athlete Development through a multi event approach with the support of the Lead Coach
- Ensure Health and Safety and Safeguarding guidelines are followed at all times.

General Responsibilities

- Keep up to date with coaching and technical developments
- Work as part of a cohesive coaching team in the area



**Rising Stars:
Coaching Assistant
(Part Time, Casual)
The Person.**

Person Specification

1.0 Qualifications and Attainment

Essential

- Coaching Assistant Qualification at UKA old Level One or Coaching Assistant Award or Equivalent

(must be valid with up to date Access NI and Safeguarding/First Aid Modules completed)

2.0 Experience

Essential

- A minimum of 1 years Coaching Assistant Experience
- Experience of working with Junior Athletes either in a club environment, school or community setting
- Experience of supporting coaching sessions to Athletes

3.0 Knowledge & Understanding

Essential

- Good knowledge of Athletics in NI
- An understanding of the Long Term Athlete Development Pathway and implications for Coaching
- An understanding of the British Athletics Athlete Development Model
- A sound understanding of Safeguarding, health and safety and first aid

4.0 Special Aptitudes

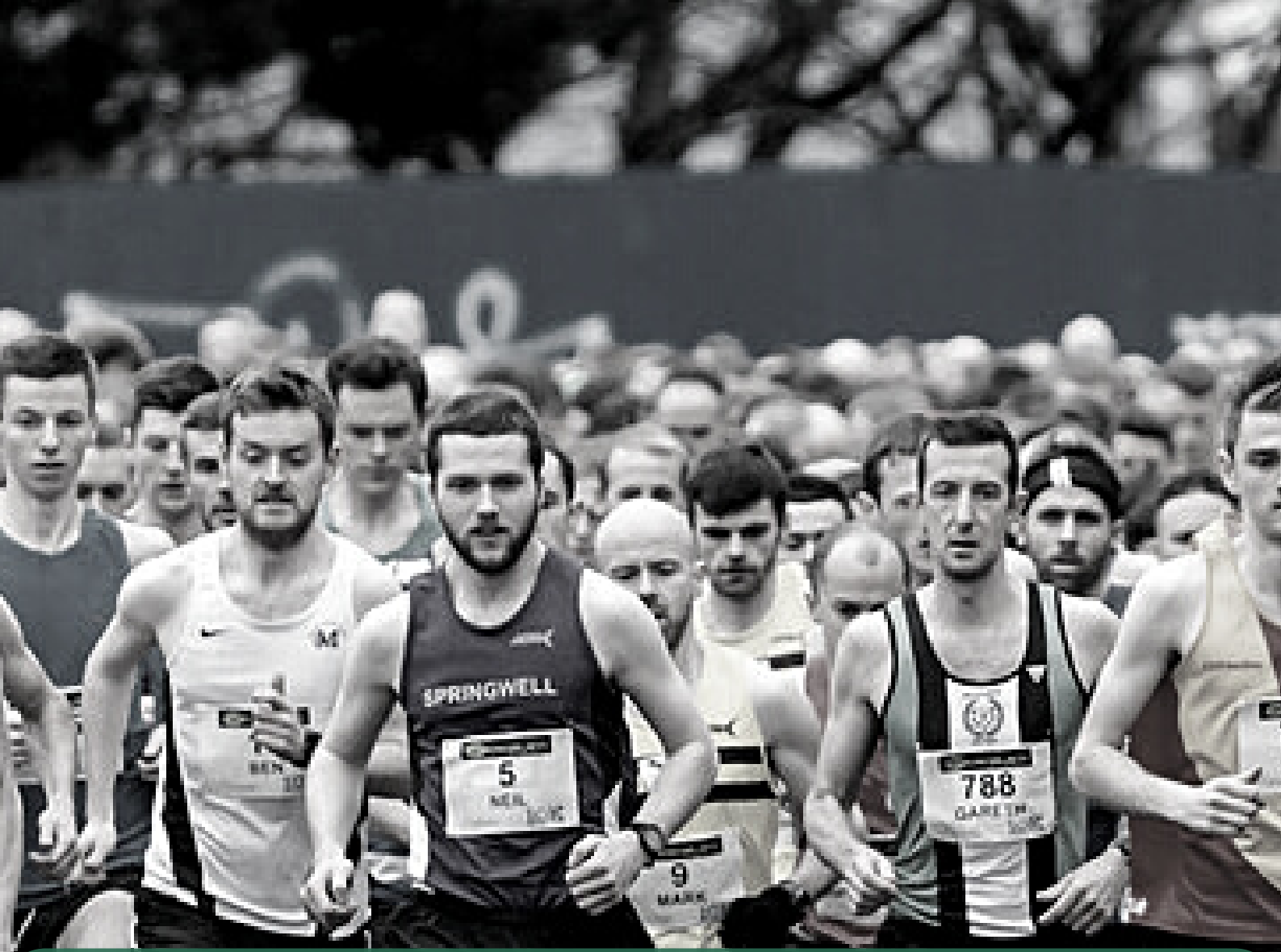
Essential

- Excellent communication and interpersonal skills
- Strong planning and organizational skills, including time management
- Self motivated with the ability to enthuse a wide range of participants
- Ability to work both independently and as part of a team
- Reliable and Dependable

5.0 Circumstances

Essential

- Ability to work evenings and support minimum of two weekend based squad competitions per year
- Willing to undertake any training required for the post
- Maintain relevant qualifications in line with UKA policy
- Hold full driver's license and have access to own transport for work purposes



**Rising Stars:
Coaching Assistant
Part Time, Casual.
Privacy Notice.**

Privacy Notice

Athletics NI (referred to as "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.

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.

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;
- 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 info@athleticsni.co.uk.

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.