



Club & Coach Development Officer

Candidate Information Pack

April 2022



About Athletics NI

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).

Our Vision

"A vibrant athletics community that inspires everyone to reach their full potential".
Athletics NI's vision is supported by a dedicated team of staff and volunteers who share a passion and ambition to grow athletics in Northern Ireland, from grassroots to our High Performance athletes.



April 2022

Dear Candidate

We are seeking a Club and Coach 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 Club and Coach Development Officer 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 hrofficer@viablecs.org

No CVs will be considered

Interviews will be held the week commencing 2nd May at Athletics House, Mary Peters Track, Belfast

Athletics Northern Ireland is an equal opportunities employer

Closing Date for applications is 12 noon on Tuesday 19th April 2022.

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



Athletics Northern Ireland

Club and Coach Development Officer (Full time)

JOB DESCRIPTION

Job Title:	Club and Coach Development Officer
Responsible to:	Development Manager
Salary:	£22,000 - £24,000 commensurate with experience
Contract:	To 31 st March 2023, with possibility of extension subject to funding
Based at:	Athletics House Mary Peters Track Old Coach Road Belfast BT9 5PR
Working Week:	5 days per week (37.5 hours). 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 and we have 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 Club and Coach 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 Club and Coach Development Officer 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.

Our Vision

Our vision is to build a vibrant Athletics community that inspires everyone to reach their full potential

Our Strategic Outcomes

Enhance capacity and improve athletics experience through high quality delivery within a club system

Promote the value of athletics and ANI through advocacy, communications and sponsorship

Support competition providers and clubs to offer appropriate and enjoyable competition experiences to athletes, runners and spectators throughout Northern Ireland

Raise income to build a sustainable indoor track and gym facility

In collaboration with partners, deliver programmes and facilitate athletic excellence for Northern Ireland people

Job Description

1.0 Job Purpose

To develop and coordinate programmes and initiatives that aim to achieve the objectives of the Athletics Northern Ireland Coaching & Athlete Development Strategy with respect to athletics development.

To deliver and coordinate Coach Education and Development and Club Development and to contribute to the objectives and targets of Sporting Clubs.

To act as a key point of contact for coaches, clubs, schools and other customers.

To manage the successful delivery of the Fundamental and Foundation programmes across Northern Ireland.

2.0 Specific Responsibilities

The post holder will:

1. Coordinate programmes and initiatives that aim to achieve the objectives of the Athletics Northern Ireland Coaching and Athlete Development Strategy for athletics
 - a) Improve Athletics NI's Foundation and Fundamental Programmes including Panthers, Star Track and Rising Stars, to become models of best practice and to be embedded into clubs
 - b) Provide workshops, initiatives and resources to support coaches and committee members in club settings
 - c) Work with schools and community groups to deliver grass roots athletics and running activities such as the Daily Mile
 - d) Work with the Development Manger to create a robust communication plan that ensures participants, clubs and other organisations have a transparent view of the participation pathway, associated initiatives, curriculum and up to date information
 - e) Actively promote all initiatives across multiple communication channels.

2. Coordinate and administrate the delivery of the Coach Education Programme
 - a. Carry out all administration duties associated with delivery of Coach Education Courses and Coach Development Workshop including but not limited to booking venues, submitting tutor payment forms, effective budget keeping, managing online databases for registration
 - b. Co-ordinate the advertisement of courses through Athletics NI website, social media and directly to clubs, coaches, schools and other customers
 - c. Financial administration of courses, to include invoice requests and recording income received whilst tracking progress
 - d. Ensure timely and effective communication with course and workshop participants
 - e. Allocation of appropriate workforce to deliver the Coach Education Programme in a cost-effective manner
 - f. Communicate with tutors
 - g. Communicate with workshop and course attendees before and after they attend a workshop or course
 - h. Distribute pre-course e-learning links and monitor results accordingly
 - i. Record course results and candidate certification
 - j. Use online systems including Trinity & Athletics NI online registration system

3. Oversee the programming, implementation and budgeting of Fundamental and Foundation initiatives. The post holder will:
 - a. Provide appropriate feedback to Athletics NI on the successes and challenges of each initiative
 - b. Provide timely and detailed feedback on the progress of Foundation and Fundamental programmes in line with Athletics NI vision for participation
 - c. Purchase relevant resources for Fundamental and Foundation programmes – to be signed off by Development Manager
 - d. Communicate with coaches of programmes as appropriate
 - e. Oversee weekly, monthly and quarterly delivery plans for each coach to meet the KPIS set by SNI and to ensure delivery meets the needs of the Athletics NI athlete development pathway
 - f. Ensure effective marketing and advertising of each initiative
 - g. Work with the Development Manager to develop standard operating procedures for delivery
 - h. Contribute to future funding applications or proposals for any SNI/ANI participation initiatives

3.0 General Responsibilities

Ensure the implementation of effective monitoring and evaluation systems comply with GDPR legislation.

Liaise with relevant staff and volunteers to agree facility availability and access for the delivery of all courses, programmes and sessions.

Manage the equipment inventory purchased for the delivery of all coach education sessions.

Keep up to date with coaching and technical developments.

Work as part of a team to implement Athletics NI's strategy contributing to the development of Athletics NI and participate in organisational training, staff reviews, CPD etc.

Implement appropriate Health and Safety and Safeguarding policies and procedures in order to ensure a safe, effective and friendly environment on all courses and at all sessions.

Undertake all reasonable administrative duties directly relating to Coach Education and Development and Club Development (e.g. finance, marketing, survey collection, data upload).

Any other duties as may be allocated as appropriate to the post.

Provide the Athletics NI Development Manager with concise progress reports relating to agreed monthly, quarterly and annual work programming schedules.

Be responsible on a day-to-day basis to Athletics NI Development Manager

Personnel Specification

1.0 Qualifications & Experience	
<p>Essential</p> <ul style="list-style-type: none"> • Sports related degree; and/or • Two year's relevant experience working in a sports development setting ideally in a range of environments including schools/clubs/youth clubs/community settings • Experience of organising / leading coaching sessions to participants and athletes • Experience of monitoring and evaluating the impact of sessions/programmes • Experience of working with qualifications and education programmes, knowledge of coach education and UKA endorsed qualifications • Good knowledge and understanding of technology, including: Microsoft Office and web based technologies • Experience of using a computer for managing databases and work programmes • Experience of communicating to and supporting a wide audience, with excellent communication skills both written and verbal diplomacy • Experience of managing a budget, forecasting expenditure and recording income vs expense and profit 	<p>Desirable</p> <ul style="list-style-type: none"> • Athletics Coaching Qualification at UKA Athletics Coach Award or equivalent • Valid First Aid Certificate or ability to achieve one within six months of being appointed • Experience of providing coach development opportunities • Experience of tutoring on Coach Education Courses • Experience of mentoring and/or supervising volunteers/coaches • Experience delivering on Athletics NI Participation initiatives e.g. Primary School Cross Country, Startrack, Buggy Club, Sportshall Athletics, Rising Stars
3.0 Knowledge & Understanding	
<p>Essential</p> <ul style="list-style-type: none"> • Good knowledge of Athletics in Northern Ireland and the club structure • An understanding of the needs of Athletics Clubs in Northern Ireland • An understanding of the Coach Development Pathway • An understanding of Athletics Northern Ireland Athlete Development Model • An understanding of Fundamental and Foundation Programmes and their role within the Long-Term Athlete Development (LTAD) model • Understanding the needs of target groups including females, people with a disability and those living in areas of high social need 	<p>Desirable</p> <ul style="list-style-type: none"> • An understanding of athlete pathways • A knowledge of Sports Development including club and coach development opportunities. • An understanding of stakeholders and funding mechanisms • An understanding of school/club links and the education sector • Awareness of sporting provision and priorities within the local area • Ability to evaluate sessions and provide quality feedback to participants and volunteers

<ul style="list-style-type: none"> • A sound understanding of child protection and health and safety principles, policies and procedures. 	
<p>4.0 Special Aptitudes</p>	
<p>Essential</p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Strong planning and organisational skills, including time management, prioritising workload and decision-making • A positive attitude to equal opportunities • Self-motivated with the ability to enthuse colleagues and coaches • Ability to work independently and as part of team • Reliable and dependable. 	
<p>5.0 Circumstances</p>	
<p>Essential</p> <ul style="list-style-type: none"> • Hold a full driver’s license and have access to own transport for work purposes • Ability and willingness to work unsociable hours including evenings and weekends • Available and willing to undertake training necessary for the post. 	

Privacy Notice for Applicants

Introduction

Athletics NI is a “data controller”. This means that we are required under data protection legislation to notify you of how we will collect and process your personal data relating to job applicants as part of our recruitment process. This notice will explain how we collect your personal data, its use, storage, transfer and security. We will also explain what rights you have in relation to how we process your personal data. It is important that you read this notice, together with any other privacy notice we may provide during your employment, so that you are aware of how and why we are processing your personal data. We may update this notice at any time.

Data Controller obligations

We are required by law to ensure that when processing any of your personal data that it is:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Kept securely.

Information we collect about you

- Your name, salutation, addresses, contact numbers, and personal email addresses.
- Date of birth.
- Gender and religious background.
- Identification documentation - Copy of driving licence, passport etc.
- Documentation relating to your right to work in the UK
- copies of right to work documentation
- references and other information included in or cover letter or as part of the application process.
- Records of your previous employment (including job titles, work history, working hours, training records and professional memberships and salary details)
- Information from interviews you may have

Collection of Data

We may collect this information in a variety of ways. For example, data might be contained in application forms (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 or an employment agency.

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. Personal Data is kept in personnel files or within Athletics NI HR and IT systems.

Usage of your personal data

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. To process your application and to help us decide whether to make an offer of employment to you.

2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

Purpose for using your personal data

We may process your data for the following purposes:

- Making a decision about your recruitment or appointment.
 - AccessNI checks.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- To prevent and detect fraud.
- Equality and diversity monitoring

How we process “special categories” of more sensitive personal information

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership (only where you have mentioned this in your application e.g. where you list being a union representative in “positions of responsibility”).
- Information about your health, including any medical condition, health and sickness including pre-employment screening.
- Information about criminal convictions and offences.
- We only collect criminal conviction data where it is appropriate given the nature and where the law permits us. This data will usually be collected at the recruitment stage, however, may be also collected during employment should you be successful in obtaining employment.
- These “special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. Our data protection policy contains details of the safeguards which we are required by law to maintain when processing such data.
- We may process special categories of personal information in the following circumstances:
- Where we need to carry out our legal obligations or exercise rights in connection your application. For example, we will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst, you are under no obligation to provide us with your data, we may not be able to process, or continue with your application

New purpose for using personal data?

We will only use your personal data for the stated purposes, unless we consider that there is a need to use it for another reason and that reason is compatible with the original purpose. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

There may be circumstances where we have to process your personal data without your knowledge or consent, where this is required by law and in compliance with the above rules.

Automated decision making

It is our intention that you will not be subject to automated decision making which will have a significant impact on you, unless we have a lawful reason for doing so and we have notified you.

Third party service providers and data security

Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. We do not allow your information to be used by the third parties for its own purposes and business activities.

International transfer outside of the European Economic Area (EEA)

We may transfer personal information outside the EU. If we do, you can expect the information to be held and used in a way that is consistent with and which respects the EU and UK Laws on Data Protection

Data Retention

We will retain your personal data for as long as necessary to fulfil the purposes we collected it for. Our retention policy details the periods of retention for the different types of personal data. We are only allowed to keep your information if we need it for one of the reasons we describe above.

Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Your Rights

As a data subject you have the following rights:

1. The right to be informed
2. The right of access to make a subject access request – you can request a copy of the personal data we hold about you
3. The right to rectification – you can ask that we correct any personal data found inaccurate or out of date.
4. The right to erasure – you can ask that your personal data is erased
5. The right to restrict processing – tell us to stop using information about you to sell products or services
6. The right to data portability - provide you or someone else (on your request) in a structured, commonly used and machine-readable format with the information you have provided to us about yourself.
7. The right to object - you can tell us you no longer would like us to process your data and to stop processing.
8. Rights in relation to automated decision making and profiling – request that we do not make

decisions about you that allows computers to make decisions about you based solely on automated processing.

Your duty to inform us of any changes

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

Important information about this privacy notice

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our Data Protection Representative by email on info@athleticsni.org. If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England