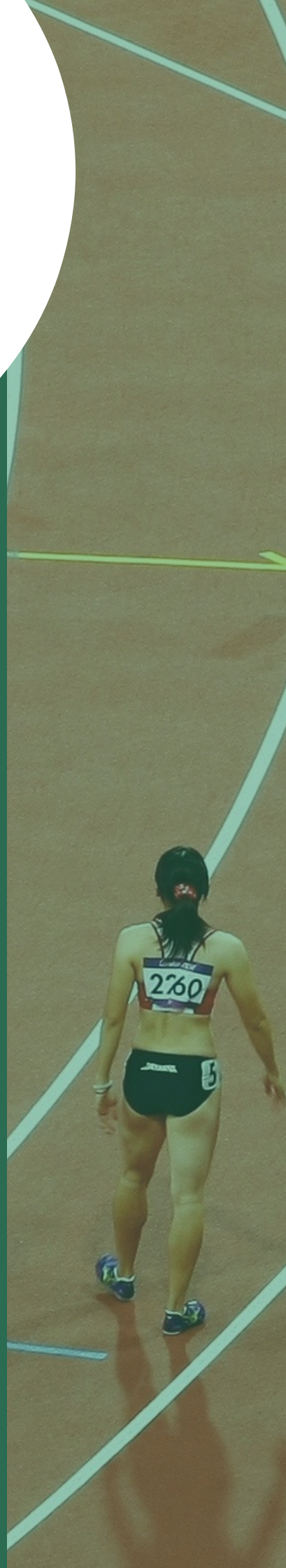




# **Admin & Events Assistant Part-time Information for Applicants**

20th August 2021



## 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.



August 2021

Dear Candidate

We are currently recruiting for an exciting new role with Athletics NI. We are seeking an Admin & Events 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 Admin & Events Assistant 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>, email [Catherine.Ashford@athleticsni.org](mailto:Catherine.Ashford@athleticsni.org) or telephone 028 9060 2707. No CVs will be considered

Interviews will be held on Thursday 16<sup>th</sup> September & Friday 17<sup>th</sup> September at Athletics House, Mary Peters Track, Belfast (subject to Covid restrictions), or via Zoom

Athletics Northern Ireland is an equal opportunities employer

**Closing Date 5pm on Friday 10<sup>th</sup> September 2021**



## **Athletics Northern Ireland**

### **Admin & Events Assistant (Part time)**

#### **JOB DESCRIPTION**

<b>Job Title:</b>	Admin & Events Assistant (Part-time, 20 hours per week)
<b>Responsible to:</b>	Competitions Manager
<b>Salary:</b>	£19,000 pro rata (£10,133 – Part Time)
<b>Contract:</b>	Permanent
<b>Based at:</b>	Athletics House, Mary Peters Track, Old Coach Road, Belfast BT9 5PR
<b>Working Week:</b>	20 hours per week with some evening and weekend work necessary. Consideration will be given to applicants who would be interested in sharing this role.

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, along with delivering a number of high level competitions and races.

We are seeking an Athletics Admin & Events Assistant to support the activities of the Events & Admin Department and the Competitions Manager. The successful candidate will enjoy insight into successful sports events delivery. This provides a valuable experience to gain business and management knowledge and to develop personal skills applicable in the sports industry.

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 Athletics Admin & Events Assistant will commit to attendance at key events on evenings and weekends and the job will require a flexible approach to work with a varying schedule week to week and access to own transport for regular off-site meetings.

A wide range of formal training opportunities will be available to the successful client, including First Aid, Fire Training, Health & Safety, Disability Awareness, Athletics Coach Education and Athletics Official Education.

### **Athletics Events Organisation**

To assist in the organisation of various events (Track and Field, Road Running and Cross Country)

Duties to include:

- Approving permit applications, issuing permits and certificates, maintaining fixture lists. Advising Power of 10 of permit lists
- Set up online race entries, provide race organisers with online entry information
- 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
- Administrative duties connected with the travel arrangements and accommodation requirements of visiting athletes and officials & Athletics NI teams
- Preparation of programmes and results
- Attendance at certain promotions to undertake administrative duties (this may involve working away from normal base and at weekends)

### **Administration**

To provide an administrative service to Athletics Northern Ireland

Duties will include:

- Maintain and answer the info email queries
- Dealing with telephone enquiries
- Franking and postage
- Ordering race numbers and pins
- Monitor Athletics NI kit and merchandise stock levels and re-order when required
- Updating and maintaining databases
- Providing an administrative service for the Honorary Officers, Sub-Committees and Professional Staff of Athletics NI
- Perform other administrative duties as may be required

Qualifications / Experience:

- Have a working knowledge of IT systems e.g. MS Office, along with competent typing and administration skills.
- Have good customer service and interpersonal skills.
- A willingness to learn and adapt to a changing environment.
- An interest in sport and physical recreation is desired, but not essential.
- A third level qualification in a relevant area would be desirable
- Access to transport would be essential.

**Personal Specification**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>1 Qualifications and Attainments</b>	1.1 Minimum of 2 A-levels (or equivalent)  1.2 Minimum of 5 GCSEs at grade A-C (or equivalent) to include Maths & English	1.3 Degree-level graduate
<b>2. Work and Other Experience (in an employed or voluntary capacity)</b>	2.1 At least one years' experience in an office or administrative environment  2.2 Demonstrable skills in the use of IT and an understanding of its use	2.3 Experience in event management  2.4 Proven experience of general office financial practices  2.5 Experience of working/volunteering in sporting events, especially athletics events  2.6 Experience of managing volunteers
<b>3 Skills</b>	3.1 Excellent interpersonal and communication skills, sound organisational and planning skills	3.2 Experience in website administration
<b>4 Disposition and Personal Qualities</b>	Ability to work on own initiative with minimum supervision and to prioritise workload.	

<b>5 Other Considerations</b>	5.1 A commitment to Equal Opportunities	5.2 An interest in sport, especially athletics
<b>6 Circumstances</b>	6.1 Able to work evenings and/or weekends when required  6.2 Be prepared to work away from normal base when required  6.3 Have access to a mode of transport that allows you to fulfil all requirements of 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](mailto: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