



Chief Executive Officer

Information for Applicants

November 2025



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Introducing **Athletics** **Northern Ireland**

About Athletics NI

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

Introduction

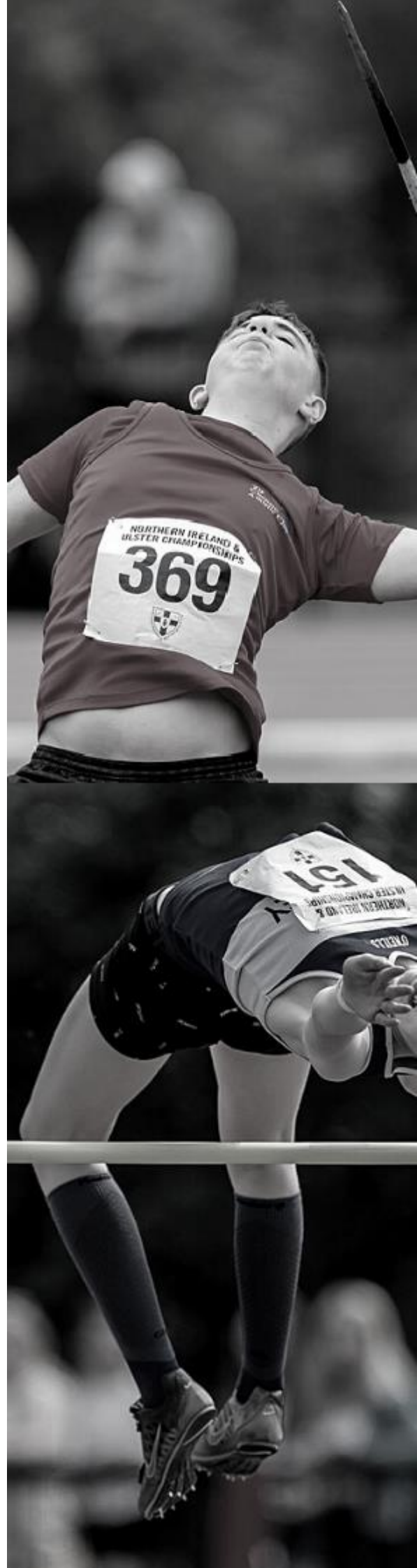
Athletics Northern Ireland (ANI) is the governing body for athletics in Northern Ireland and a regional part of United Kingdom Athletics UKA. The Chief Executive Officer is the chief advocate and ambassador responsible for robust governance in the development, promotion, and regulation of the sport at every level from grassroots participation to high performance.

With over 90 affiliated clubs, 10,000 registered athletes, and a growing events calendar, ANI plays a pivotal role in inspiring people of all ages and abilities to engage in athletics and realise their potential.

We are partly through an ambitious new strategic cycle (2023–2028), the Board seeks to appoint an exceptional Chief Executive Officer to provide inspirational leadership, strengthen organisational capability, and deliver on the strategic priorities of People, Pathways, Partnerships, Integrity, and Commercial Growth

This is an exciting opportunity to shape the future of athletics across Northern Ireland, working in collaboration with Sport NI, UK Athletics, Athletics Ireland, local clubs, and our wider sporting partners to ensure that athletics remains an inclusive, high-performing, and sustainable sport.

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





Chief Executive Officer

The Role

The Role and Application Process

Dear Candidate,

Thank you for your interest in joining Athletics NI and we look forward to hearing from you.

For further information on the role and application process please visit our website on <https://athleticsni.org/About/Job-Opportunities>,

Monitoring Forms to be sent for the attention of The Monitoring Officer,
Athletics House, Old Coach Road, Belfast BT9 5PR

Applicants must submit a CV outlining relevant experience to
Catherine.cwa@btinternet.com

Please clearly state “CEO Application – Athletics NI” in the subject line.

Closing date

Friday 19th December at 12noon

Athletics NI is an Equal Opportunities Employer

Job Description

Athletics Northern Ireland

Job Description

Job Title:	Chief Executive Officer
Responsible to:	Board and Chair of Athletics NI
Salary:	Circa £65K
Contract:	Permanent
Location;	Athletics House, Old Coach Road, Belfast BT9 5PR
Working Week:	37.5 hours per week with evening and weekend work as necessary.

The Chief Executive Officer (CEO) will provide strategic and operational leadership to Athletics Northern Ireland (ANI), ensuring the delivery of its mission to inspire athletes of all abilities and backgrounds to fulfil their potential, have a lifelong love for the sport, and ensure an inclusive environment where everyone belongs and can flourish.

The CEO is responsible and accountable for the leadership, management and direction including the day-to-day running and management of the organisation's business under delegated authority from the Board, including the overall performance, sustainability, and integrity of Athletics NI, ensuring effective implementation of the organisation's 2023–2028 Strategic Plan, operational excellence, and strong governance.

This is an exciting opportunity to lead our team in supporting Athletics NI athletes and coaches to achieve success and enjoyment in delivering the best possible outcomes for our participants and communities.

Job Description

1. Strategic Leadership & Governance

- Lead the implementation of ANI's 2023–2028 Strategy, (or amend and realign with the new UKA development plan) ensuring delivery against strategic pillars: People Development, Pathways, Partnerships, Integrity, Commercial, Communication, and Governance.
- Work with the Chair and Board to set long-term vision, strategic priorities, and measurable outcomes.
- Ensure compliance with The Governance Code for Northern Ireland and all relevant legal, regulatory, and funder requirements.
- Provide regular progress reports and KPIs to the Board, sub-committees, and funders. Conduct reviews to evaluate the achievement of intended outcomes and identify areas for continuous improvement.
- Prepare annual business and operational plans aligned to strategic goals.
- Identify and manage organisational risks through a robust risk register and reporting process.
- Supervise and control all strategic and business aspects of the organisation
- Work with the senior team to deliver the current strategy
- Assist the senior team in the development of the future strategy
- Set Company policies and procedures, ensuring they all comply with good practice and are effectively communicated to all staff and implemented across the organisation
- Ensure the Board sign up to the Code of Good Governance and are fully compliant
- Enforce adherence to legal guidelines and in-house policies to maintain the company's legality and business ethics
- Act as the Data Protection Officer and ensure the organisation remains GDPR compliant

Job Description

2. Operational & Financial Management

- Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission
- Make high-quality financial decisions to advance the business and increase profits
- Manage all day-to-day financial aspects of the organisation including invoices, payments, cash handling, credit control, payroll, HMRC, SAGE, banking and reconciliations
- Agree annual budgets with Treasurer
- Set internal budgets and agree budgets for fundraising, grant and commercial activity
- Oversee and report on budgets and performance for all projects and activity
- Assist Treasurer with preparing Financial Reports for the Board
- Prepare accounts for submission to Accountant for Audit and Annual Accounts
- Ensure a fully functional Committee structure aligned with standard governance and reporting that supports effective and efficient event delivery.
- Lead day-to-day operations, ensuring delivery of all programmes, competitions, and events across track & field, road, cross-country, trail, mountain, and ultra disciplines.
- Develop and manage the annual budget, ensuring financial sustainability, cost control, and transparency.
- Oversee efficient financial systems, reporting, and internal controls in line with good governance practice.
- Ensure effective management of the Mary Peters Track Ltd in partnership with Belfast City Council.
- Prepare funding applications and manage relationships with Sport NI, UKA, Athletics Ireland, and other funders.

3. People Leadership & Culture

- Lead and motivate staff, coaches, officials, and volunteers to deliver high performance and a culture aligned to ANI's values of Integrity, Accountability, Excellence, Fun, and Transparency.
- Build organisational capacity through effective structure, training, and performance management.
- Promote equality, diversity, and inclusion across all ANI activities and ensure compliance with safeguarding and welfare standards.
- Develop and retain talent through clear development plans and recognition frameworks.
- Lead on all recruitment for staff, and oversee the recruitment of any associate staff
- Prepare contracts for all new employees for Board approval
- Ensure staff appraisals and training are carried out on an annual basis and appropriate to the needs of the organisation
- Manage staff disciplinaries and grievances
- Line manage senior staff
- Lead by example, motivate staff and encourage employee engagement

Job Description

4. Events

- Oversee the smooth planning, organisation and delivery of all competitions, events, races, Championships and International Competitions
- Ensure adequate funding is in place and oversee all events budgets
- Quality Assurance for event delivery

5. Marketing and Promotion Events

- Oversee the Marketing and Promotion, both as an organisation and individual events
- Ensure consistent and timely communications. Lead on development and delivery of effective communications to ensure stakeholders, clubs and athletes are informed, supported and developed. Prepare and implement an ongoing communications plan.
- Set marketing and departmental budgets

6. Performance & Pathways

- Ensure delivery of high-quality participation and performance programmes from Playground to Podium, supporting athletes, coaches, and clubs at every stage.
- Strengthen the coach and athlete development pathway, developing and aligning club, academy, and squad structures.
- Foster collaboration with UKA, Athletics Ireland, SNISI, and Commonwealth Games NI to enhance athlete performance.
- Promote athlete wellbeing and ensure holistic support pre-, during, and post-career.

7. Partnerships & Stakeholder Relations

- Develop and maintain strong relationships with all key partners, including clubs, schools, local authorities, UKA, Athletics Ireland, Ulster Athletics Council, Sport NI, SNISI, and Belfast City Council.
- Represent ANI externally, acting as spokesperson and ambassador for the sport.
- Engage with government, sponsors, and community organisations to influence policy and enhance the visibility of athletics.
- Build and maintain strong relationships with the media, enhancing the sport's profile and communication reach.

Job Description

8. Commercial Development & Sustainability

- Develop relationships with Partners and Sponsors and drive commercial income growth through sponsorships, grants, and strategic partnerships.
- Identify and pursue new funding and event opportunities to diversify revenue streams.
- Ensure effective promotion and utilisation of ANI facilities, particularly the Mary Peters Track.
- Oversee brand development, membership growth, and event delivery to increase engagement and participation.
- Oversee all Commercial and Fundraising activity. Apply for grants as necessary.
- Sit on the UKA CEO Forum with the other home country CEOs and attend meetings as required
- Attend UK Athletics meetings, or meetings with Athletics Ireland and any other relevant stakeholders as required
- Oversee the delivery of the Officials and Volunteer Strategy and support the Officials
- Support Clubs in areas of Governance and other relevant areas
- Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders
- Liaise with Sport NI and fulfil their reporting requirements

9. Integrity, Wellbeing & Safeguarding

- Ensure ANI upholds the highest standards of integrity, welfare, safeguarding, and anti-doping compliance.
- Champion athlete and staff wellbeing initiatives and implement equality, diversity, and inclusion programmes.
- Promote environmental sustainability across ANI operations and events.

10. Mary Peters Track

- Oversee the running of the Mary Peters Track
- Manage the Track Manager
- Manage all financial aspects of the Mary Peters Track
- Report to Belfast City Council as required and ensure compliance with the Facility Management Agreement

Oversee the TrackMark certification process



Chief Executive Officer Person Specification

Person Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments	<p>Educated to degree level or equivalent</p> <p>Full, clean driving licence</p>	<p>Post-graduate or equivalent qualification in a business or management subject</p> <p>Access to own transport</p>
	<ul style="list-style-type: none"> •Minimum 5 years' senior leadership experience in a sport, voluntary, non-profit or related-sector organisation. •Proven record of strategic planning, operational management, and delivery of performance outcomes. •Demonstrable experience of driving and achieving commercial income, managing budgets and financial accountability. •Proven ability to lead teams, manage change, and develop people. •Experience working with or reporting to a Board or committee structure. •Commitment to equality, diversity, and inclusion in sport or relevant business area. •Understanding of safeguarding, welfare, and governance in a sporting context or relevant business area. •Excellent Communication and Influencing and Presentation Skills: Excellent verbal and written communication abilities, with the capacity to engage and inspire stakeholders at various organizational levels. Proficiency in creating and delivering plans for clear and compelling communications. •Stakeholder Management and Partnership Building: Ability to build and maintain strong relationships with stakeholders, influence decision-making, and resolve conflicts in a constructive manner. •Analytical and Problem-Solving Skills: Strong analytical mindset with the ability to assess complex situations, identify potential risks and challenges, and develop effective mitigation strategies. •Management Skills: Experience in event management, including planning, organizing, and executing events within defined timelines and budgets. •Change Measurement and Evaluation: Experience in defining and tracking change-related metrics and KPIs, conducting post-implementation reviews, and measuring benefits realisation. 	<ul style="list-style-type: none"> •Experience within athletics or wider sports or similar management. •Proven experience securing sponsorship, funding, or commercial partnerships. •Familiarity with Sport NI, UKA. •Relevant professional qualification in management, sport administration, or business. •Knowledge of Northern Ireland's sporting, political, and community landscape.

Person Specification

Additional Information	<ul style="list-style-type: none">•The role is full-time and will require evening and weekend work as required.•The post will be based at Athletics House, Belfast.•The role involves occasional local & international travel•Appointment subject to Access NI enhanced check and references	
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•Manage the Track Manager

•Manage all financial aspects of the Mary Peters Track

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Privacy Notice

Privacy Notice

1. 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.

2. 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.

3. 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.

4. 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 HR and IT systems.

5. 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:

- To process your application and to help us decide whether to make an offer of employment to you.
- Where we need to comply with a legal obligation.
- 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.

6. Purpose for using your personal data

We may process your data for the following purposes:

- Making a decision about your recruitment or appointment.
- Access NI 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.
- 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.

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.

7. 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.

Privacy Notice

8. 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.

9. 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.

10. 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.

11. 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.

- The right to rectification – you can ask that we correct any personal data found inaccurate or out of date.
- The right to erasure – you can ask that your personal data is erased.
- The right to restrict processing – tell us to stop using information about you to sell products or services.
- 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.
- The right to object - you can tell us you no longer would like us to process your data and to stop processing.
- 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.

You have the right to complain about how we treat your Personal Data and Special Personal Data to Information Commissioners Office 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.

14. 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.

15. 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.