**Athletics Northern Ireland**

**Development Manager (Full time)**

**JOB DESCRIPTION**

**Job Title:** Development Manager

**Responsible to:** Director of Coaching & Athlete Development

**Salary:** £28,000 - £32,000 Commensurate with experience

**Based at:** Athletics House

 Mary Peters Track

 Old Coach Road

 Belfast BT9 5PR

**Contract Period:** The role is offered initially as a 12-month full-time contract to begin on 1st April 2021 with the possibility of extension dependent upon funding

**Working Week:** 5days 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 85 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 Development Manager 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 Development Manager will commit to work on evenings and weekends with a varying schedule week to week and 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

**Description**

Reporting to the Director of Coaching and Athlete Development, the Development Manager will provide leadership and influence in the areas of club, coach, officials and volunteer development. This role requires both an in-depth understanding of the principles of sport development and the ability to work collaboratively with clubs to build their capacity and capability.

The key focus of this role is advocating for the quality of athletics experience for all participants through an Athlete-First, System-Led and Performance-Driven philosophy. Athlete-First means we are focused on the needs and expectations of athletes and runners; System-Led means we focus on ‘system attributes’ which best impact participation including the development and delivery of learning programmes; Performance-Driven means that we hold ourselves and others accountable and seek continuous improvement.

The successful individual will have:

* A minimum of 3 years' experience working in leadership and influencing roles within the sport sector
* Comprehensive knowledge of the sport sector from having worked in either professional or volunteer roles
* Leadership experience of modernising and/or professionalising sport systems
* Lived or learnt experience and knowledge which adds to the diversity of thinking of the Coaching and Athlete Development team

We are particularly keen to hear from candidates with experience from other sports as well as those with experience within athletics

**KEY ACCOUNTABILITIES**

As the Development Manager, you will:

**Club Capability building** – work with clubs to assist them to work more effectively in improving the quality of athletics provision.

**National Organisational Capability Building** – work with the Coaching Department to enhance and improve participant and athlete development, competitions and pathways.

**Thought Leadership** – research and develop modernisation of clubs and the entire athletics system.

**Sector learning and development** – design and deliver learning and development programmes for the sector workforce, focusing on capability at the participation and development levels.

**Personal learning and development** – continually look to build your personal knowledge base in the areas most relevant to your role.

**Knowledge capture** - Capture, monitor, evaluate and share relevant case studies and knowledge from the sector to inform future direction.

**Communication** - Communicate key athletics development messages effectively to Clubs, Coaches, Officials, Volunteers and the entire athletics community.

**Liaison and collaboration** – Liaise closely with ANI team colleagues and with stakeholders and seek opportunity for added value.

* 1. **Financial management** - Manage funding and budgets effectively to achieve maximum impact.

**ADDITIONAL INFORMATION**

* The post is offered subject to an acceptable Access NI disclosure
* The post holder must maintain an appropriate standard of confidentiality and comply with Athletics NI’s Company Rules, Policies and Procedures
* Personal circumstances must allow the candidate to work extended hours on occasions during times of peak activity (camps and competitions) including evenings and weekends
* The Job Description may be subject to change at the discretion of Athletics NI and in accordance with business developments. Any changes will be communicated to and consulted with the post holder appropriately
* The post holder must have access to a mode of transport that will allow them to carry out the duties and responsibilities of the job

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications/Certification** | Sports Management/Business Degree |  |
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| **Relevant Experience** | A minimum of 3 years' experience working in leadership and influencing roles within the sport sector | Minimum 5 years’ experience |
|  | Comprehensive knowledge of the sport sector from having worked in either professional or volunteer roles | Track record of success in previous Sports Development roles |
|  | Leadership experience of modernising and/or professionalising sport systems. We are keen to hear from candidates with experience from other sports in addition to those from athletics | Experience leading and managing a multi-dimensional team |
|  | Lived or learnt experience and knowledge which adds to the diversity of thinking of the Coaching and Athlete Development team  |  |
|  | Experience in planning, managing and prioritising multiple and competing tasks and projects to meet deadlines and produce quality results |  |
|  | Experience in influencing and leading change in attitudes, processes and behaviours |  |
|  | Comprehensive understanding of how sport adds value to societal challenges and opportunities |  |
|  | Experience of leading Coach, Official and Volunteer development to achieve success |  |
|  | Experience of managing volunteer and paid workforce |  |
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| **Knowledge and skills** | An ability to add to the depth and diversity of thought leadership within the Coaching Department |  |
|  | Highly developed verbal and written communication skills with the ability to communicate and present clearly to a wide range of audiences in a variety of situations |  |
|  | Excellent judgement and decision-making skills and the ability to use these skills effectively under pressure |  |
|  | Solid relationship management skills, effective in managing these internally, externally and across all levels of the organisation | An understanding of school/club links and the education sector |
|  | An understanding of athlete pathways and specifically the Athletics Northern Ireland Athlete Development Model | An understanding of the Coach Development Pathway |
|  | Knowledge of Athletics in Northern Ireland and the current club structure | An understanding of the needs of athletics clubs in Northern Ireland |
|  | Understanding the needs of target groups including females, people with a disability and those living in areas of high social need | An understanding of sporting provision and priorities within the local area |
|  | Competent working with electronic systems and tools |  |
|  | A positive attitude to equal opportunities |  |