



# Track Attendant (Full Time)

Information for Applicants

July 2023





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# Introducing Mary Peters Track.

# The history of Mary Peters Track

On Easter Monday, 19 April 1976, the sun shone brightly upon a scene unique not only to Belfast, but to the whole world of sport.

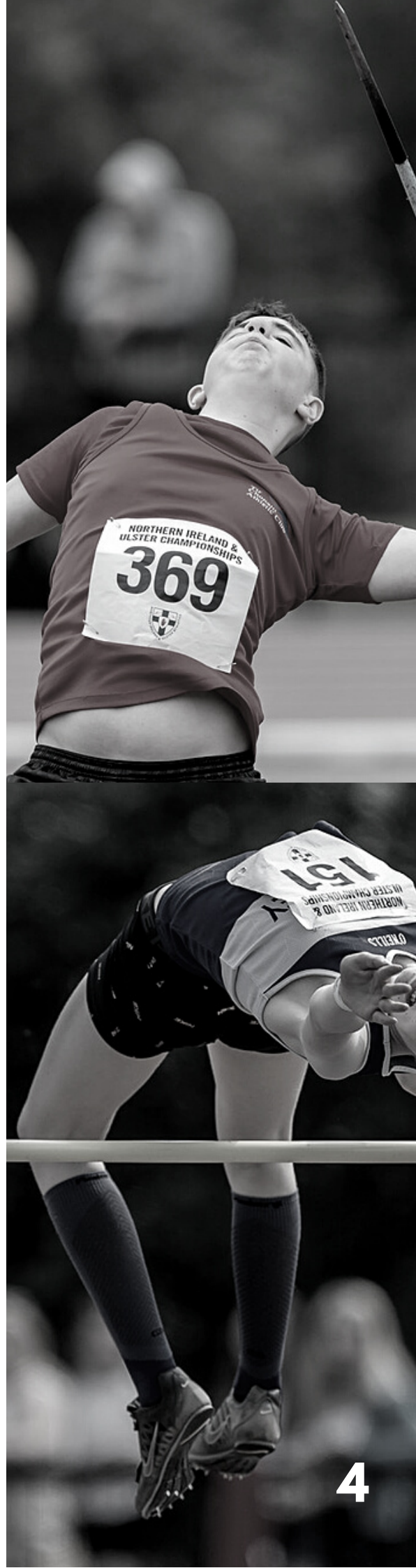
It represented the fulfilment of one person's dream and the achievement of a remarkable exercise in effort and co-operation, by an amazing variety of individuals and organisations from Northern Ireland and further afield.

The occasion was the opening of the new Mary Peters Track, and the place, the site of the old Queen's University athletic track lying in the centre of a natural amphitheatre at the south end of the University's Malone Playing Fields. In place of the old track, however, there lay a bright red-coloured Tartan track, the material on which the Montreal Olympics were to be held later that year.

After her gold medal triumph in the pentathlon event at the 1972 Munich Olympics, Mary Peters suggested, that to commemorate her victory she would like to see a high-standard synthetic athletic track constructed for the benefit of the people, particularly the young, of Belfast and Northern Ireland.

Shortly after Mary's return to Belfast, a Fund Raising Committee was formed and a Track Appeal launched. A Steering Committee, representative of the University, the Sports Council, the NIAAA, the NIWAAA, Belfast Telegraph Newspapers, and Mary Peters herself, was established to consider the profile of the track to be laid, and arrangements for its construction and subsequent administration.

It had been proposed that the new track should provide primarily first-rate training facilities as



well as being capable of staging international athletics meetings.

Indeed, the Committee was more interested in encouraging participation than in simply developing a prestigious complex to be used only on a very limited number of occasions each year. Thus the athletes of Northern Ireland gained a first-rate athletic track in an easily accessible area on the outskirts of Belfast, and the University gained a facility on its property.

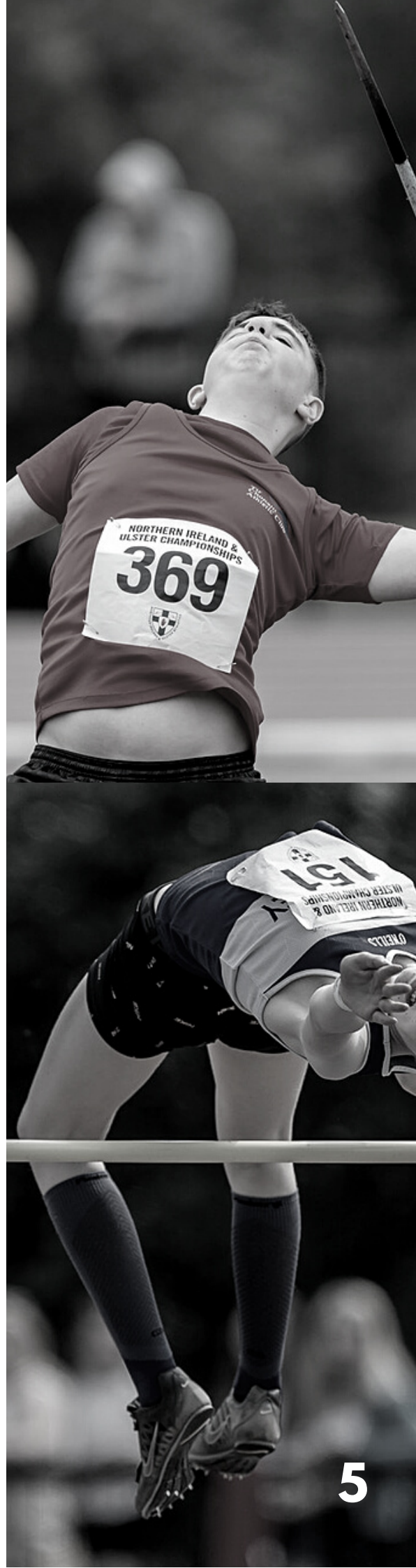
The track gave the athletes of the country, the Belfast public and the staff and students of the University, a place to train, coach, and jog, and, since March 1976. In its first season, the track attracted some of the leading British and International athletes to Belfast.

As time passed, and the track surface required major works, it became clear that a voluntary organisation could not hope to generate the cash for the necessary refurbishment. Thus in 1985, after an approach from the Committee, with the support of the University, Belfast City Council very willingly agreed to take responsibility for the Track, while safeguarding the essential ethos of the operations.

The icing on the cake has now been provided by the completion of a £3 million+ project to redevelop the complex through the provision of a new Mondo track of eight lanes and spectator accommodation in a new stand.

The Belfast City Council Mary Peters Track is now managed by Athletics Northern Ireland the governing body for the sport of athletics in Northern Ireland.

[Adapted from an article on the Track, by Roger Glass, then Secretary of the Track Committee, in the Annual Review of The Queen's University Association 1976]





# **Track Attendant (Full Time) The Role.**

# The Role and Application Process

Dear Candidate

The Mary Peters Track is Northern Ireland's Premier International Athletics Track, on the outskirts of Belfast, set in the heart of the Lagan Valley Park.

This beautiful idyllic setting is surrounded by 30 acres of conifer woodland with panoramic views across the Lagan Valley. The Track nestles amongst grassy banks and trees making it a natural amphitheater. A network of forest and mountain bike trails, surround the track leading to Shaws Bridge and the Lagan Towpath.

We are seeking a Track Attendant (Full Time) and look forward to working with candidates who will make the most of this exciting opportunity.

In a fast-paced sport and a growing organisation, there will be a reasonable expectation that the Track Attendants 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 or email [hrofficer@viablecs.org](mailto:hrofficer@viablecs.org)

No CVs will be considered

Interviews will be held at Athletics House, Mary Peters Track, Belfast.

Mary Peters Track is an equal opportunities employer

Closing Date for applications is 5pm on Friday 28th July 2023.

All completed applications to be sent to [hrofficer@viablecs.org](mailto:hrofficer@viablecs.org)



## Mary Peters Track Track Attendant (Full Time)

### Job Description

Job Title:	Track Attendant (Full Time)
Responsible to:	Facility Manager
Rate of Pay:	£10.42 per hour
Based at:	Belfast City Council Mary Peters Track, Old Coach Road, Belfast
Working Week:	37.5 hours per week.
Job Purpose:	To assist the Facility Supervisor, Facility Manager, and colleagues in ensuring the running of the Mary Peters Track, Grandstand and Red Pavilion.

### ROLES AND RESPONSIBILITIES

#### Competitions & Bookings

- Ensure the track is set up in preparation for any competitions including ensuring that all equipment is ready for use and the registration and control room areas are clean and clear.
- Assist the Facility Manager, Meeting Manager, ANI Event Manager and Officials throughout the competition with setting up and bringing in equipment.
- Maintain and erect signage, banners and gazebos for events and sponsors.
- Track Attendants will be requested to work all Major Competitions, some of which are long days.



## **Facility Maintenance**

- To work with the Managers and other Track Staff in maintaining the Track, Grandstand, Red Pavilion and Facility.
- To work with Belfast City Council maintenance departments and subcontractors who are responsible for the overall maintenance and repairs as well as the surrounding parkland and grass areas including the grass infield.
- When instructed, ensuring all checks are carried out and logbooks completed as instructed.
- To bring equipment out from the store if required for training as well as competitions. Carrying Hurdles, high jump mats, heavy lifting, and use of power tools
- Log all repairs in the Handover diary informing the Track Manager/ Supervisor of any defects or action required.
- Tidy all the stores and assist with maintenance on athletics equipment, machinery, and tools.
- Assist with for maintaining all the gates and entry points to the Grandstand and track, oiling locks and padlocks/hinges/Hammer cage pulleys etc.
- To salt the track during freezing weather and keep clear of snow when feasible to allow safe access by athletes and coaches.
- Be responsible for opening and locking up the track when necessary and ensuring the whole site is secure by checking Shutters/Alarms/CCTVS.
- Assist with all Track Maintenance including Power Hosing, Rotavating, Tractors, Strimming, Grass Cutting, Leaf Blowing etc.

## **Administrative Duties**

- Admin duties including handling Track Membership requests and payments, Track Bookings, answering emails and phone calls.
- Recording and Cashing Up - casual cash payments/cheques/credit cards/online payments
- Ensure all track users have track membership or have paid for casual usage, this involves asking athletes and users to confirm they have paid.
- To record all accidents, and any complaints informing the Facility Manager/ Supervisor and any public complaints to Belfast City Council.
- To enforce Track Etiquette rules and make sure these are adhered to in order to ensure that all Health and Safety Guidelines are maintained. To record and report any breach to the Facility Manager and Supervisor.
- The facility operates a Zero Tolerance Policy, therefore all abuse is to be recorded and reported from athletes, coaches Volunteers, members of the public or users.

**The post holder will be expected to work both with individual responsibility and as part of a team to meet the needs of the facility, members and users.**



# Track Attendant (Full Time) The Person.



# Person Specification

Essential Criteria	Desirable Criteria
<b>1.0 Qualifications and Experience</b>	
<ul style="list-style-type: none"><li>• 3 GCSE's (or equivalent) to include English and Maths</li><li>• Knowledge of Microsoft Office to include Word, Excel</li><li>• Experience of event organisation and set up</li><li>• Experience of general maintenance of buildings, leisure Facility, grounds, equipment</li><li>• Experience of stock control and stores.</li></ul>	<ul style="list-style-type: none"><li>• Experience of Health &amp; Safety responsibilities.</li></ul>
<b>2.0 Knowledge and Understanding</b>	
<ul style="list-style-type: none"><li>• Knowledge of online Membership packages</li><li>• Knowledge of cash handling and Credit Card online payments.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of Athletics as a Sport</li></ul>
<b>3.0 Skills</b>	
<ul style="list-style-type: none"><li>• Ability to work in a Team, and as an individual, to show initiative and problem solve.</li><li>• Good communication skills and excellent customer care.</li><li>• To be able to multi task and deal with a wide variety of different elements of the job</li></ul>	

## 4.0 Circumstances

- Access to own transport for work purposes.

This criterion may be waived if a disability prohibits driving. In this case, applicants must have access to a form of transport which allows them to fulfil the requirements of the job in full.

- Ability to work evening shifts and weekends as well as competition days.



# **Track Attendant (Full Time) Privacy Notice.**



Mary Peter's Track (referred to "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?**

Mary Peter's Track 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 Mary Peter's Track process personal data?**

Mary Peter's Track collects and processes your data for a number of purposes and where we have a legal basis to do so, as follows.

Mary Peter's Track 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. and your interests and fundamental rights do not override those interests.

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 Mary Peter's Track protect data?**

Mary Peter's Track 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.

## **For how long does Mary Peter's Track 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 Mary Peter's Track to change incorrect or incomplete data;
- require Mary Peter's Track 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 CCTNI 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@marypeterstrack.com](mailto:info@marypeterstrack.com).

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 Mary Peter's Track during the recruitment process. However, if you do not provide the information, we may not be able to process your application.