



# Track Attendant (Full-Time)

Information for Applicants

March 2024



# Contents

<b>Introducing Mary Peters Track</b>	<b>3</b>
<b>The History of Mary Peters Track</b>	<b>4</b>
<b>The Role</b>	<b>6</b>
<b>The Application Process</b>	<b>7</b>
<b>Job Description</b>	<b>8</b>
<b>The Person</b>	<b>11</b>
<b>Person Specification</b>	<b>12</b>
<b>Privacy Notice</b>	<b>14</b>



# 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.

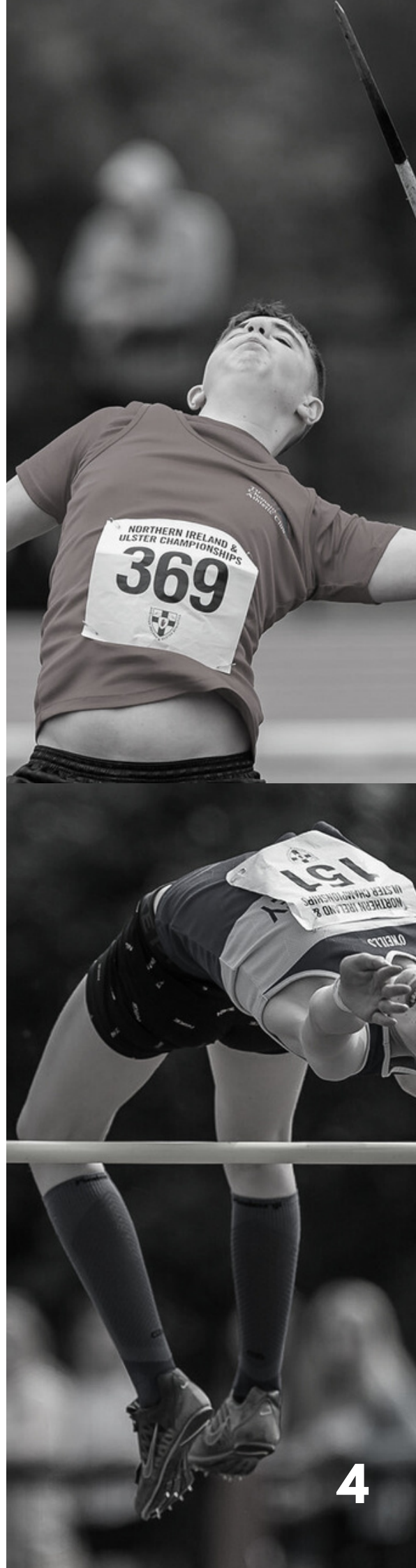
It represented the fulfilment of one person's dream and the achievement of a remarkable exercise in effort and co-operation, by an amazing variety of individuals and organisations from Northern Ireland and further afield.

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.

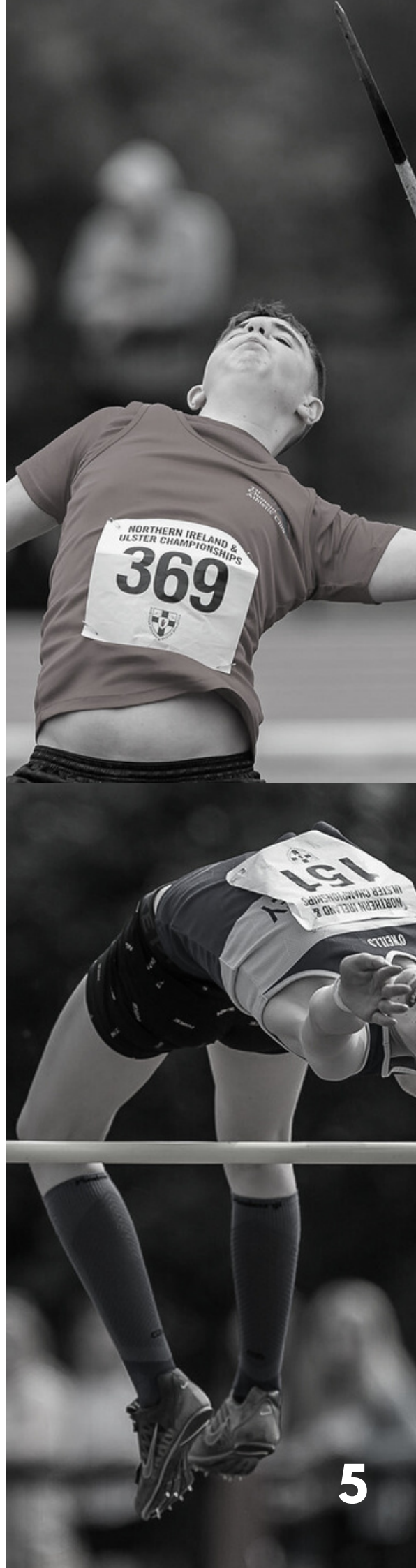
The track gave the athletes of the country, the Belfast public and the staff and students of the University, a place to train, coach, and jog, and, since March 1976. In its first season, the track attracted some of the leading British and International athletes to Belfast.

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

Mary Peters Track is an equal opportunities employer

Closing Date for applications is **5pm on Friday 5th April 2024.**

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

## Mary Peters Track Track Attendant (Full Time)

### Job Description

Job Title:	Track Attendant (Part Time)
Responsible to:	Facility Manager
Rate of Pay:	£21 575 per annum
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.**

## Introduction

Mary Peters Track 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.

# Privacy Notice

## 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.

## The 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.

# Privacy Notice

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 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