



Athletics NI

Participation Development  
Officer

Recruitment Pack 2024

# OUR PURPOSE AND VISION

To **inspire** more athletes of all abilities and backgrounds to fulfil their potential, have a lifelong love for the sport, and ensure an inclusive sport where everyone belongs and can flourish.

Alongside this we aim to unite the athletics community to overcome the current challenges and work collaboratively to safeguard the sport for the future.

# OUR MISSION

We seek to increase participation and performance success in athletics at all levels and across all disciplines, ensuring a positive and enjoyable experience for all. We will provide opportunities and enter into partnerships that will inspire and empower organisations and individuals of all ages, genders, races and abilities to achieve their full potential. In everything we do we will focus on safety, wellbeing, equality and positive social impact.

# OUR VALUES

We integrate our core values throughout Athletics Northern Ireland in order to build trust, guide behaviours, and maintain a culture that supports achievement of our agreed objectives.



## INTEGRITY

Everyone involved in our sport will be respected and treated fairly with a focus on positive relationships, facilitating inclusion, collaboration, mutual support and empowerment.



## ACCOUNTABILITY

Everyone involved will be clear about their responsibility to deliver in their role, and to report performance accurately and promptly. All decision making will be clearly communicated and aligned to the strategy.



## TRANSPARENCY

We will share relevant information, to support trust and alignment. Equally where confidentiality is necessary, we will operate discretion to protect our staff, members and the sport as a whole.



## EXCELLENCE

We will plan, act, reflect, and really listen, to drive innovation and continual improvement. We will ensure our policies and procedures are fit for purpose and consistently applied.



## FUN

We want people to feel excited and inspired by our sport, in a safe environment with fun and enjoyment at the heart of athletics.



# Participation Development Officer

## Job Detail

Job Title	Participation Development Officer
Reports to	Development Manager
Location	Mary Peters Track Belfast BT9 5PR
Contract Term	1-year fixed term (with a possible extension, subject to funding).
Hours	Full -Time Role
Salary	£24,200 FTE
Working Week	37.5 hours per week Part-time hours/job share may be considered for the right candidates.

## Participation and Development Officer Job Description



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 having over 90 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 Participation Development Officer who will increase the number of children, young people and adults who are actively running/wheeling in a range of settings across Northern Ireland. This role will be responsible for developing and coordinating programmes and initiatives that aim to achieve the Athletics NI strategy. The schedule will vary from week to week and at different stages of the athletics season. Access to own transport to attend off-site meetings and events will be necessary.

### Job Purpose

- To increase the number of children, young people and adults who are actively running/wheeling in a range of settings across Northern Ireland. Developing and coordinating programmes and initiatives that aim to achieve the objectives of strategies and operational plans.

### Key Aims:

- To improve physical activity levels across schools by embedding The Daily Mile into the school routine. Supporting schools and local partners to build a culture of regular, inclusive physical activity that promotes physical and overall well-being of children.
- Developing the participation pathway and range of initiatives that serve participants, volunteers, clubs, Run NI groups and other organisations that aim to promote running and physical activity.
- Work alongside partners sharing best practice among volunteers, clubs, Run NI groups and other organisations.
- Support the participation endurance side of the formal coach education endurance pathway, non-formal endurance coach development and deliver on club, Run NI group, coach and participant development initiatives for Athletics NI

## Participation Development Officer Job Description



### Specific Responsibilities:

#### The Daily Mile:

- Work across local authorities and local partners to support the effective implementation of The Daily Mile, to develop a national strategy for Northern Ireland.
- Creation and management of a Northern Ireland Daily Mile teachers and partner advisory group.
- Support teachers and primary schools who are registered with the Daily Mile to sustain their participation.
- Communicate campaigns and provide collateral to support teachers and schools.
- Encourage local and regional Daily Mile activations and campaigns.
- Encourage case studies from schools across NI, sharing best practice across the Daily Mile community.
- Regularly monitor and evaluate school participation data and report findings to the wider Daily Mile Foundation and Northern Ireland Network.
- Liaise with The Northern Ireland network.
- Liaise directly with the Daily Mile Foundation team and the NI network working collaboratively to improve The Daily Mile offer and opportunities to help support the programmes growth across the UK.
- Manage the Daily Mile NI social channels.

## Participation Development Officer Job Description



### Job Description cont...

#### Running Participation:

- Coordinate programmes and initiatives that aim to increase, develop and sustain running participation across Northern Ireland.
- Work with the Athletics NI Development team to develop and sustain a robust running participation pathway that supports both participants and volunteers/coaches.
- Lead on the delivery of partnerships with external organisations such as Parkrun and The Daily Mile to support wider running participation across Northern Ireland.
- Develop and nurture partnerships with clubs, volunteer organisations, local authorities and schools.

#### Coach Education:

- Support, coordinate and deliver non-formal coach development opportunities.
- Assist Athletics NI with endurance-focused coach and athlete/participant initiatives.

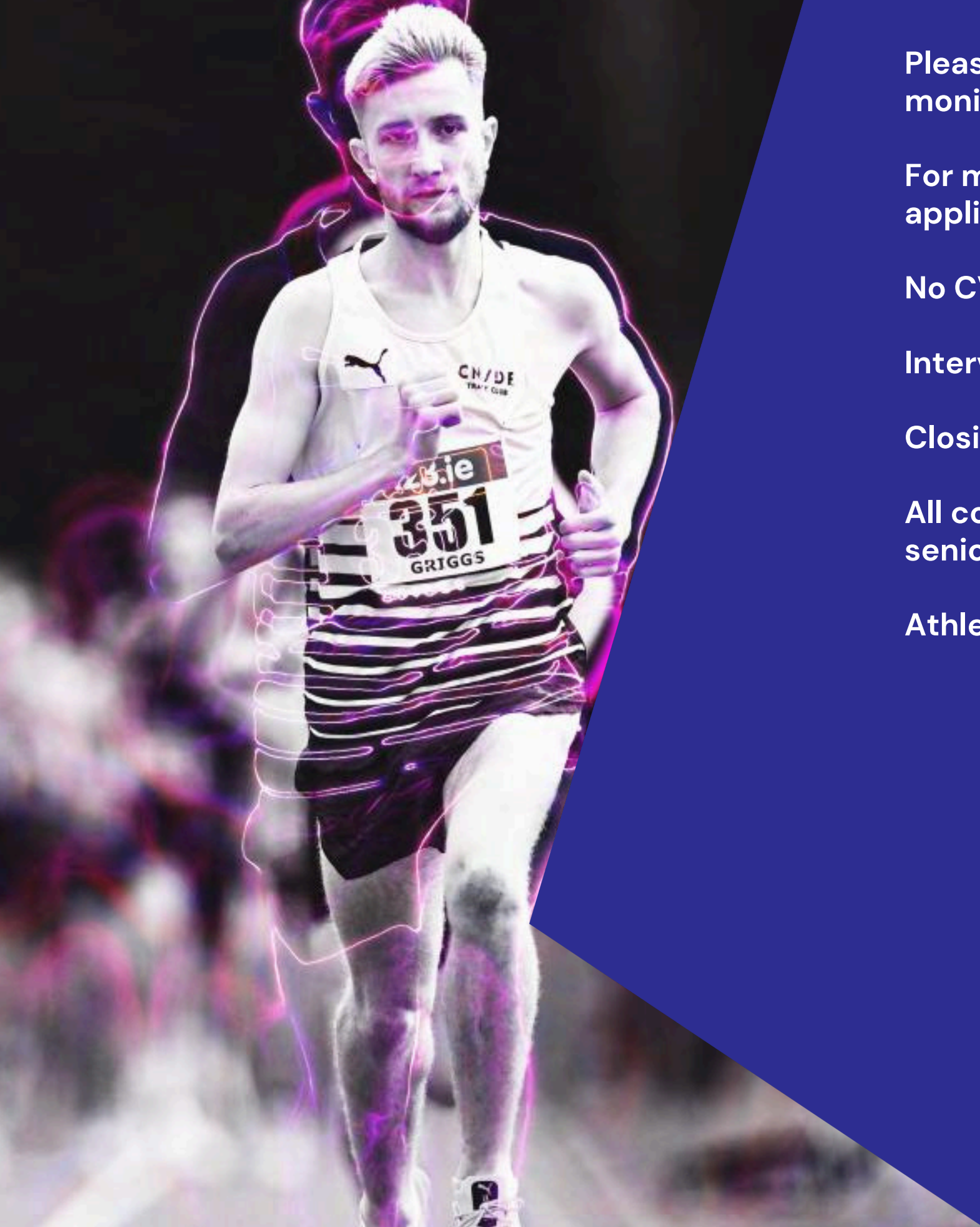
#### Communication & Administration:

- Actively promote all initiatives across multiple communication channels. This will include promoting the role and associated initiatives on social media.
- Implement appropriate Safeguarding, Welfare and Health and Safety policies and procedures in order to ensure a safe, effective and friendly environment at all sessions.
- To be responsible on a day-to-day basis to Athletics NI Development Manager. Any other duties as may be allocated as appropriate to the post.
- Any other duties as may be allocated as appropriate to the post.

# Person Specification

1.0 Qualifications and Attainment	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Athletics Coaching Qualification at Leader in Running Fitness Level (or equivalent) or ability to achieve within three months of being appointed.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Athletics Coaching Qualification at Coach in Running Fitness Level or Athletics Coach (or equivalent)</li> </ul>
2.0 Experience	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of establishing and managing relationships within the sport and physical activity sector.</li> <li>• Experience of monitoring and evaluating the impact of sessions/programmes</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of working within school and/or education sector.</li> <li>• Experience of working with participants in a running environment.</li> <li>• Experience of developing and documenting running related curriculum and resources.</li> <li>• Experience of supporting coach development opportunities.</li> <li>• Experience of mentoring and/or supervising volunteers/coaches.</li> <li>• An understanding of school/club links and the education sector</li> <li>• An understanding of the Coach Development Pathway</li> <li>• An understanding of sporting provision and priorities within the local area</li> <li>• Knowledge of Athletics in Northern Ireland and the current club structure</li> </ul>
3.0 Knowledge and Skills	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• An understanding of children, young people and adult pathways into sport and physical activity.</li> <li>• An understanding of the impact of physical activity on personal wellbeing.</li> <li>• A sound understanding of Safeguarding and Health &amp; Safety principles, policies and procedures.</li> <li>• A valid and up-to-date Athletics NI Coaching License (once qualified)</li> </ul>	
4.0 Circumstances	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Prepared to work irregular hours including evenings and weekends.</li> <li>• Have access to a mode of transport that allows you to fulfil all requirements of the post (personal cars must be appropriately insured for work use if necessary)</li> </ul>	

# How to Apply



Please apply by downloading the application form and monitoring form .

For more information or any assistance on downloading the application forms please email [seniorhradvisor@viablecs.org](mailto:seniorhradvisor@viablecs.org).

No CVs will be considered.

Interviews will be held at Athletics House, Belfast.

Closing Date for applications: Friday 4th October at 12 noon

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

Athletics NI is an equal opportunities employer.





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