



ATHLETICS NORTHERN IRELAND

JOB DESCRIPTION

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| Job Title: | Administration & Events Manager |
| Responsible to: | General Secretary |
| Job Purpose: | To manage the Administration and Event organisation requirements of ANI and ensure the office is organised and run properly and efficiently. |
| Annual Leave: | 20 days plus public holidays |
| Based at: | Athletics House Belfast City Council Mary Peters Track Old Coach Road Belfast BT9 5PR |
| Working week: | 37½ hours per week |
| Salary: | Up to £21,000p.a for a suitably qualified and experienced candidate. |

MAIN AREAS OF RESPONSIBILITY

Administration

To manage the administrative service to Athletics Northern Ireland

Duties will include:

- Acting as Office Manager
- Supervision of administrative needs of the SNI Lottery Programme
- Arranging travel and accommodation for Northern Ireland Athletic teams
- Supervision of the administration of the Coach Education Scheme
- Providing an administrative service for the Honorary Officers, Sub-Committees and Professional Staff of the ANI
- Ensuring that systems are in place for safely handling and accounting for the financial throughput of the Office
- Perform other administrative duties as may be required
- Contribute to ANI's strategic and operational planning as appropriate

Event Organisation

To help manage in the organisation of various events (Track and Field, Road Running and Cross Country) promoted by the Athletics Northern Ireland

Duties to include:

- Management of day-to-day operations including developing, implementing and monitoring office systems, including database management.
- Liaison with the various partners and suppliers for the events to ensure the promotions are properly organised
- Administrative duties connected with the travel arrangements and accommodation requirements of visiting athletes and officials
- Preparation of programmes and results
- Attendance at certain promotions to undertake administrative and management duties (this may involve working away from normal base and at weekends).

Facility Management

To be in charge of the management of the Belfast City Council Mary Peters Track

Duties will include:

- Administration of the Track Membership Scheme
- Administration of Track Bookings and other financial aspects of managing the facility
- Supervision and management of Track Staff
- General oversight of facility maintenance (including Health and Safety aspects of the track)
- Liaise with Belfast City Council staff as appropriate to ensure compliance with facility management contract.

Other

- To act as Line Manager for any ANI Administrative and Events Staff
- To ensure that the Administration service provided for the ANI is organised efficiently
- Report to the board on a regular basis and attend board meetings as necessary.