



ATHLETICS NORTHERN IRELAND

Athlete Development Manager

Job Description

PURPOSE

Develop, implement and manage the Performance and Talent Development Strategy of Athletics Northern Ireland.

Responsible to: General Secretary

Salary: £32,000 p.a. in year 1

Responsibilities:

1. Produce and implement a performance and talent development strategy for Athletics NI, ensuring the strategy aligns with UKA's performance strategy.
2. Monitor the progress of identified individual athletes towards their performance goals and targets. This is to include regular, one to one meetings with the relevant athletes, their personal coaches and the coordination of services provided by outside agencies.
3. Work with UK Athletics and Athletics Ireland performance staff and personal coaches to ensure that training and competition plans of identified athletes are aligned to those of the relevant governing body.
4. Work with UKA to identify athletes who have the potential and desire to compete for Great Britain and Northern Ireland.
5. Work with various service providers in SINI and elsewhere to ensure an appropriate level of service is provided to identify performance athletes.
6. Fulfil a Head Coach function at training and preparation camps and at major championships as required.
7. Provide direct coaching input to identified talented athletes and provide support to other performance athletes and their coaches as required in conjunction with CDM.
8. In conjunction with the Coaching Development Manager, identify actual and potential performance coaches and support and mentor them in order that ANI can draw on a pool of motivated and appropriately qualified coaches.
9. Review and enhance ANI's existing talent ID and development system, incorporating Sport NI's talent ID audit recommendations.
10. In conjunction with the CDM, ensure that ANI's participation programmes are aligned to the athletes' performance pathway.
11. Promote drug free sport, and ensure our best athletes and coaches are educated on anti-doping policies and procedures.

12. Compile an annual work programme clearly setting out how objectives will be achieved.
13. Prepare and monitor all funding applications for athletes' to Sport NI and other potential funders.
14. Undertake all reasonable administrative duties directly relating to Athlete Development including performance management of athletes and services.
15. Prepare reports for and attend meetings of the ANI Management Board, and attend other sub-committee meetings as necessary.
16. Contribute to the overall development of ANI and participate in organisational training, staff annual review etc.
17. Establish excellent relationships with coaching support staff (internal & external)
18. Efficiently organise, manage and administrate training and competition schedules, administration and logistics, etc
19. Oversee the work programmes of support staff
20. Develop strong and effective working relationships with key external stakeholders (HCs, Sport NI, SINI and the NI commonwealth Games Council).

This job description is not to be regarded as exhaustive. It is intended as an outline introduction of the areas of activity.

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PERSON SPECIFICATION

Athlete Development Manager

	ESSENTIAL	DESIRABLE
1 - Qualifications	<p>1.1 – Internationally recognised coaching qualification in athletics at UKA level 3 or equivalent</p> <p>1.2 A third level educational qualification.</p>	<p>1.3 – Internationally recognised coaching qualification at UKA level 4 or equivalent; or evidence of working towards level</p> <p>1.4 Demonstrable skills in the use of IT and an understanding of its use</p>
2 – Previous Experience/Training	<p>2.1 – 2 Years proven coaching experience with athletes competing successfully at performance level</p> <p>2.2 – 2 years proven experience of the needs of performance athletes and coaches in a performance environment</p> <p>2.3 – At least 2 years experience of employment in performance athletics</p> <p>2.4 - Have a comprehensive understanding of the performance environment including coaching sports science and medicine, international competition and development pathways</p> <p>2.5 – 2 years proven experience of developing individual athlete performance plans and a demonstrable experience in how to monitor progress against these plans</p> <p>2.6 – Demonstrable experience in the development of a performance plan for a sport and</p>	<p>2.8 – High level achievement as an athlete at international level</p> <p>2.9 – demonstrable skills in the use of information technology and an understanding of its application</p> <p>2.10 – An understanding of the issues and policies in drug free sport</p>

	<p>experience in how to monitor the implementation of such a plan</p> <p>2.7 – Demonstrable experience of managing human and financial resources in a sporting environment</p>	
3 – Job Related	<p>3.1 – Proven leadership and decision making skills, excellent interpersonal and communication skills, sound organisational and planning skills</p> <p>3.2 – Ability to work under pressure, prioritise own workload and possess excellent problem solving and decision making skills</p> <p>3.3 – Proven integrity and appropriate working relationships with athletes combined with a strong anti-doping stance</p>	
4 – Other factors	<p>4.1 – A willingness to work irregular and unsocial hours as required involving work outside normal office hours, at evenings, weekends and bank holidays</p> <p>4.2 – Ability to travel abroad with athletes and teams and involving overnight stays</p> <p>4.3 – Access to transport and able to undertake travel to meet the needs to the post</p> <p>4.4 – An understanding and commitment to equal opportunities in employment and sport</p>	