



Job Title: Athletics Club & Competitions Co-Ordinator

Unit/School: Cardiff Met Sport

Grade: 3A/B

HERA:

Core purpose of role

The Athletics Club and Competitions Co-Ordinator will play a key role in organising competitions, planning logistics and managing club administrative processes for our student and junior programmes. You will work with colleagues within Cardiff Met Sport, the Students' Union and Welsh Athletics to provide effective organisation and administration of the programmes. Specific events will include the Dual Meet, Indoor Grand Prix Series & outdoor league fixtures and Junior friendly open events. Due to the nature of the role and sport, a flexible approach will be required to working hours.

Key responsibilities and contributions

- Work with Staff and Coaches to plan BUCS and Junior competition requirements including but not limited to pre-competition planning and administration, on-the-day coordination and post competition reviews.
- Develop and oversee the design and delivery of internal junior competitive opportunities that are in line with the recreational programme delivery model.
- Work with colleagues in Cardiff Met Sport, the Students' Union and Welsh Athletics to plan and deliver home events, including liaising with officials and event directors.
- Increase the participation in junior programme activities through links with school activities and competition pathways.
- Work with the Junior Athletics Lead Coach to provide administrative and planning support for the junior programme including communication with parents, competition entries and logistics, payments and memberships.
- Regularly communicate with athletes, coaches and support staff to ensure they are all aware of competition schedules and requirements.
- Ensure all competition entries are submitted on time and any information regarding the competition is shared in a timely manner.
- Follow processes and procedures to ensure the programmes are run in line with internal policies and industry standards.
- Work with the Head of Operations to make sure all health & safety policies are followed for competitions.
- Provide regular updates to the Head of Athletics on competitions and club matters.
- Maintain regular communications with internal stakeholders of the junior and student athletics programmes.
- Carry out any other duties as appropriate in line with the grade of the role that may be requested by the Head of Athletics.



Person specification

Essential qualifications / Professional memberships

- 5 GCSE (A-C) or equivalent.

Essential experience, knowledge and skills

1. Experience of coordinating events.
2. Experience of administration.
3. Knowledge of athletics national governing body structures and competition structures.
4. Knowledge of health & safety and other industry standards for athletics.
5. Strong communication, skills with the ability to build trusted relationships with a wide range of stakeholders and adapt approach to suit the audience.
6. Ability to work independently and as part of a wider team.
7. Ability to maintain accurate records and strong attention to detail.
8. Effective organisational skills.
9. Effective time management skills.
10. Ability to use computer systems including Microsoft Office.

Desirable

1. Experience of working in an athletics role, club or organisation.
2. Degree in a related field, or equivalent qualification.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user				



Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post requires an enhanced DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University’s policies and procedures.