



Track Attendants (Casual)

Information for Candidates

April 2024





Track Attendants (Casual) Job Description

Job Description

Mary Peters Track Track Attendants (Casual)

Job Description

Job Title:	Track Attendant (Casual)
Responsible to:	Mary Peters Facility Manager
Rate of Pay:	£11.44 per hour
Based at:	Belfast City Council Mary Peters Track, Old Coach Road, Belfast
Working Week:	Hours to be agreed.
Job Purpose:	To assist the 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.
- Casual staff 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 facilities.

Job Description

- 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 Facility 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.

Other Duties

- Other duties which may include taking bookings, payments and general admin as directed by the Facility Manager.

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 Attendants (Casual) Person Specification

Person Specification

Essential Criteria	Desirable Criteria
1.0 Qualifications and Experience	
<ul style="list-style-type: none">• 3 GCSE's to include English and Maths.• Knowledge of Microsoft Office to include Word, Excel.• Experience of event organisation and set up.• Experience of general maintenance of buildings, leisure facilities, grounds, equipment.	
2.0 Knowledge and Understanding	
<ul style="list-style-type: none">• Knowledge of online Membership packages.• Knowledge of cash handling and Credit Card online payments.	<ul style="list-style-type: none">• Knowledge of Athletics as a Sport.
3.0 Skills	
<ul style="list-style-type: none">• Ability to work in a Team, and as an individual, to show initiative and problem solve.• Good communication skills and excellent customer care.• To be able to multi task and deal with a wide variety of different elements of the job	

Person Specification

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 Attendants (Casual)

How to apply

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

No CVs will be considered

Interviews will be held at Athletics House, Mary Peters Track, Belfast.

Closing Date for applications is 12 noon on Friday 10 May 2024.

All completed applications to be sent to seniorhradvisor@viablecs.org.

Mary Peters Track is an equal opportunities employer.