2&4 Wheel Motorsport Limited

Administration and Development Officer

Title	Administration and Development Officer
Reports to	Director appointed by the Board
Location	Office and Homeworking (Hot Desk Office location to be determined once officer is in post)
Hours of work	Full time position – 37.5 hours per week
Salary Range	£27,000 - £30,000

About 2&4 Wheel Motorsport Ltd:

The 2&4Wheel Motorsport Ltd is the umbrella organisation for motorsport in Northern Ireland. It brings together the four principal governing bodies / Co-ordinating bodies for motorsport in Northern Ireland namely The Association of Northern Ireland Car Clubs (ANICC); The Motorcycle Union of Ireland – Ulster Centre (MCUI-UC); The Motorcycle Racing Association (MRA); and The North of Ireland Karting Association (NIKA). In total these four bodies encompass 80 clubs and just over 6,000 members. It represents the common and shared interests of these four governing bodies of regulated motor sport in Northern Ireland and liaises with government on key issues which are common to the sports. The role of the Board of 2&4 Wheel Motorsport sets the strategic direction for motorsport in Northern Ireland.

As outlined in its Strategic Plan 2021-2026 it describes its mission as, *"Provide leadership to the Motorsport Sector in Northern Ireland. It sets the collective strategic direction for Motorsport in Northern Ireland and the communication thereof; represents the common and shared interest of motorsport; coordinates joint initiatives with Governing Bodies; and liaises with government and others on key issues common to all sports".*

It has five priorities which include:

- Priority 1: Safety of Motorsport
- Priority 2: Development of Motorsport
- Priority 3: Promoting Talent and Participation
- Priority 4: Governance
- Priority 5: Maximising the Economic and Social Impact of Motorsport

An exciting new job opportunity has arisen within 2&4Wheel Motorsport Ltd. It is now seeking to recruit an ambitious and innovative candidate for the role of Administration and Development Officer to help deliver parts of our strategic plan, particularly around participation and inclusion in our sport.

Reporting to the chairperson of the board, this role will be a three-year fixed term contract. The postholder will be based at a location suitable to where they live in a hot desk setting with the option of also working from home. The role requires good communication, collaboration, organisational skills, along with a working knowledge of Microsoft Office. The post holder will be required to work on their own initiative and as part of the wider 2&4 Wheel team.

About the Role

Principal Responsibilities in support of the Board of 2&4 Wheel Motorsport Ltd:

- To identify and organise initiatives that can encourage more collaboration between the four governing bodies / coordinating bodies for motorsport in Northern Ireland

- To help coordinate activities that can help improve inclusion for females, young people, disabled people and those from disadvantaged areas in motorsport as outlined in Priority 3 of our strategy
- To coordinate activities that can help the four governing bodies / coordinating bodies develop action plans to develop pathways for their athletes and promote and nurture local talent
- To actively seek additional funding sources that can promote better inclusion for all in motorsport in particular as outlined in Priority 3 of our 2&4 Wheel Strategic Plan 2021-2026
- To help deliver priority elements of 2&4 Wheel's Strategic Plan 2021-2026 in partnership with the 4 governing bodies / coordinating bodies
- To improve PR, communication and awareness of motorsport including maintaining and developing its web site and social media presence
- To coordinate supporting activities that can help the four governing bodies / coordinating bodies for motorsport to recruit and retain marshals, officials and competitors
- To visit Governing Body events
- Any other duties as required from time to time

Principal Tasks:

- Organising 2&4 Wheel Motorsport activities
- Provide some agreed administrative support to the four Governing Bodies of 2&4 Wheel Motorsport
- Booking meetings, organising events, workshops, keeping records up to date, taking notes of meetings related to 2&4Wheel, preparing and circulating agendas and minutes in advance of meetings etc.
- Work with the four governing bodies to create up-to-date databases of all clubs, competitions and events for reporting and PR Purposes (in line with GDPR) - Yr2-3
- Attend all 2&4 Wheel board meetings
- Updating website as required (with expert support if required)
- Compiling and posting on the 2&4Wheel Website a complete Yearly Calendar of all Regulated Motorsport Events, and keep updated with changes as they arise (with expert support if required)
- Organising strategic planning days with the four governing bodies / coordinating bodies for motorsport (to be delivered by external delivery agents)
- Link with the GBs on safety seminars etc. and pass on good practice across the GBs through 2&4 Wheel and attend training where appropriate
- Undertaking a training needs analysis of clubs around all aspects of running the sport (Year 3)
- To link with an agreed sample of local councils/ Policing and Community Safety Partnerships, schools, colleges, youth clubs and community groups to discuss how best to promote motorsport with females, young people, disabled people and those from disadvantaged areas. Share ideas identified with the four GBs through 2&4 Wheel
- Liaise and network with other sports governing bodies across NI on what works in increasing participation of females, young people, disabled people and those from disadvantaged areas in different sports. Share ideas identified with the four GBs through 2&4 Wheel.
- Research how national and international Governing Bodies for 2- and 4-wheel motorsport allied to the four Northern Ireland 4 Governing Bodies are developing the sport and where lessons could be learned

- With support from Sport NI, in partnership with the governing bodies, develop first steps engagement plans for motorsport in increasing participation of females, young people, disabled people and those from disadvantaged areas -Years 2-3
- Through lessons learned, link with the four GBs to promote opportunities for people from all backgrounds and abilities to engage in motorsport
- Support the 4 governing bodies to map existing volunteer/ development pathways and following this promote the wide range of development pathways within the sport, particularly for females, young people, disabled people and those from disadvantaged areas
- Identify and signpost funding opportunities of relevance to the four Governing Bodies linked to the key actions around engagement including options available through national and international governing bodies or other trusts or funding sources
- Promote motorsport through PR and social media outlets (with expert support if required)

Person Specification:

Attribute	**Essential**	**Desirable**
Qualifications	5+ GCSEs including English and Maths or equivalent	A level qualification or other qualifications or equivalent
Previous Experience	Good level of proficiency in Microsoft Office skills, e.g., Word, PowerPoint, Outlook (*although training can be given where a need has been identified*)	A specific interest or experience in motorsport or sport generally Prior office administration experience in a voluntary or paid capacity Use of social and new media, including blogging, networking websites, interactive websites etc.
Skills	The capacity to work well within a team and independently - ability to be self-motivated, resourceful, work on own initiative in a flexible and co-operative manner Good organisational skills, numeracy, accuracy and attention to detail Effective written, and oral communication skills	Ability to multitask Listening, teamwork or teamwork experience

Attribute	Essential	Desirable
	Be approachable, helpful and friendly Strong interpersonal skills - ability to work with and liaise with board and volunteers effectively	
Other	Willingness to work out of normal office hours as required (e.g., evenings and weekends)	

All posts are made subject to receipt of satisfactory references and Access NI checks. Please note: The panel reserves the right to enhance criteria to facilitate short-listing.

Note that as this is an entry level job, the post holder will be supported in any aspect of the job role where training and development would support their skills development.

(Note: This role by its nature will evolve and the postholder may be required to undertake duties not specifically outlined in this Job Description).

The postholder may have to work from time to time at weekends or in the evenings.

The successful candidate will be subject to an Access NI Check.

Terms and Conditions
This is a 1-year fixed term post role, this may be extended, reporting to the Director of the board. The postholder will be based at a location suitable to where they live in a hot desk setting with the option of also working from home.

Remuneration
The package will include an entry level salary range (£27,000 - £30,000 plus travel expenses) with cost of living increases each year. A laptop for business use will be provided alongside a desk, chair, printer and other necessary office equipment.

All goods and property purchased or acquired on behalf of 2&4 will remain the property of 2&4 Wheel Motorsport

It is anticipated that the post holder has a clean driving license and access to a car but as far as possible public transport is encouraged.

Application Process
A detailed letter of application and full CV (max. 2 pages) should be sent by email to **info@2and4wheel.com** with the subject **"Administration and Development Officer**". This should include

- a cover letter to include a personal statement addressing the essential criteria in the job description and why an applicant believes their skills and experience meet the requirements of the role
- a CV outlining their previous education and work experience to date
- two referees with email and telephone contact details (one volunteer, employment or study related).

Applicants will need to be eligible to work within the UK & EU.

Closing date for applications is Friday 31st December 2026

Late or incomplete applications will not be accepted.

Applicants will be short-listed on the basis of information supplied. Your application will be retained as confidential.

Interviews will be held in January 2027, candidates will be notified

It is anticipated that the postholder will commence early 2027.

2and4 Wheel Motorsport Limited is an Equal Opportunities Employer