BELFAST CITY MARATHON

RECRUITMENT PACK

OPERATIONS & LOGISTICS EXECUTIVE

£28,000 (UNDER REVIEW) | FULL-TIME | BELFAST

WELCOME TO BELFAST CITY MARATHON

Thank you for your interest in joining Belfast City Marathon.

Our events bring together runners, walkers, volunteers, charities, partners and communities, creating opportunities for people of different abilities to take part in physical activity and achieve personal goals.

The Operations and Logistics Executive will play an important part in turning event plans into practical delivery. From equipment and stock to transport, suppliers and site arrangements, this is a hands-on role within a busy event programme.

We are looking for someone who is organised, dependable and practical, who enjoys working with others and can remain focused when deadlines are tight.



BE PART OF THE TEAM BEHIND THE EVENT

ABOUT
BELFAST CITY MARATHON

Belfast City Marathon is one of Northern Ireland's leading mass participation event organisations, bringing thousands of runners, walkers and supporters together each year.

Our events celebrate Belfast, encourage active lifestyles and support communities and charities across Northern Ireland.

Behind every successful event is a dedicated team working together to deliver a safe, enjoyable and memorable experience for everyone involved.

Phoenix Energy Belfast City Marathon & Team Relay



Phoenix Energy Belfast City Half Marathon



Phoenix Energy Belfast City Women's 10K



Phoenix Energy Belfast City Festive 5K



THE ROLE

OPERATIONS & LOGISTICS EXECUTIVE

LOCATION
Marathon Office, Sir Thomas and Lady Dixon Park, Upper Malone Road, Belfast BT17 9LA

REPORTS TO
Operations Manager

SALARY
£28,000 (under review)

PENSION
5% employer contribution, matching employee contribution

CONTRACT
Full-time, including event-related evenings, weekends and early mornings

ROLE OVERVIEW

The Operations and Logistics Executive supports the practical delivery of Belfast City Marathon's event programme, ensuring equipment, supplies, transport and site arrangements are prepared, deployed and recovered efficiently.

PURPOSE & SCOPE

Turn agreed operational plans into practical schedules, accurate equipment allocations and reliable delivery arrangements.

Work closely with the Event Manager, Operations Manager, suppliers, area supervisors and volunteers across the Marathon and Team Relay, Half Marathon, Women's 10K, 5K Fun Run, expos, pack collection and associated events.

BELFAST CITY MARATHON

KEY RESPONSIBILITIES

OPERATIONAL PREPARATION

- Maintain logistics schedules, delivery lists, equipment allocations and operational checklists for each event.
- Support site visits and route inspections, recording access constraints, delivery locations, storage needs and issues for the Event Manager.
- Keep current site plans and deployment information available to suppliers, area supervisors and crews.

EQUIPMENT AND STOCK CONTROL

- Maintain an inventory of owned and hired equipment, including quantities, condition, storage location and allocation.
- Prepare and distribute equipment and supplies for start and finish areas, water stations, relay changeovers and other operational locations.
- Record items issued and returned; identify shortages, damage and maintenance needs, and arrange authorised repairs or replacement.

SUPPLIERS AND PROCUREMENT SUPPORT

- Obtain quotations and prepare orders for approval, working to agreed specifications, budgets and purchasing procedures.
- Confirm supplier delivery times, access arrangements, contact details, collection schedules and service requirements.
- Track relevant supplier documentation for review by the designated leads; check deliveries and report discrepancies.
- Maintain hire and purchasing records, delivery notes and returns information to support invoice reconciliation.

TRANSPORT AND SITE LOGISTICS

- Coordinate approved vehicle hire, loading plans, drivers, delivery routes and equipment movements.
- Arrange distribution of barriers, signs, toilets, water supplies, baggage equipment and other infrastructure to agreed positions.
- Support site build and dismantling, protecting pedestrian access and following agreed road-access and working arrangements.
- Maintain parking and access-pass records; communicate agreed arrangements to suppliers, staff and volunteers.

KEY RESPONSIBILITIES - CONTINUED

EXPO AND RACE PACK COLLECTION

- Coordinate race-pack receipt, storage, transport and distribution with the venue, timing provider and participant services team.
- Support loading, exhibitor access, equipment installation and venue handback at expos and pack-collection events.
- Monitor stock and supplies, escalating shortages or delivery problems promptly.

EVENT DAY DELIVERY AND TEAM SUPPORT

- Complete assigned readiness checks and confirm that equipment and supplies are in place before the relevant area opens.
- Brief allocated crews and volunteers on practical tasks, locations, reporting arrangements and safe working instructions.
- Maintain radio contact with the designated supervisor or Event Control; coordinate replenishment and resolve logistics issues within delegated authority.
- Report damaged barriers, obstructed access, missing signs and other concerns. Follow the approved arrangements for crossing points and emergency access.

RECOVERY AND IMPROVEMENT

- Coordinate equipment recovery, hired-item returns, waste and recycling arrangements, and inspection of storage areas.
- Complete post-event stock reconciliation and report missing or damaged items and outstanding supplier matters.
- Contribute to debriefs and recommend improvements to storage, transport, purchasing and equipment reuse.

PERSON SPECIFICATION

Applicants should demonstrate how they meet the essential criteria, using clear examples from relevant work or other practical experience.

ESSENTIAL EXPERIENCE AND SKILLS

- Relevant experience in event operations, logistics, stock control, site coordination or a comparable practical delivery role.
- Experience of coordinating equipment, deliveries or suppliers and maintaining accurate records.
- Strong organisation and attention to detail, with the ability to prioritise tasks and meet fixed deadlines.
- Clear communication skills and the ability to work constructively with colleagues, contractors and volunteers.
- A practical approach to problem-solving and the judgement to escalate issues beyond delegated authority.
- Awareness of safe working practices, including manual handling, vehicle movements and the importance of following risk assessments and instructions.
- Confident use of Microsoft 365, particularly Excel, email and shared documents.
- Ability to travel between venues and undertake practical site duties, with reasonable adjustments where required.

DESIRABLE EXPERIENCE AND QUALIFICATIONS

- Experience of road races, mass participation events, outdoor events or temporary venue operations.
- Experience of barrier and signage deployment, event infrastructure, vehicle scheduling or warehouse systems.
- Experience of supervising small work crews or supporting volunteers.
- A relevant qualification or training in logistics, event operations, stock management or health and safety.
- A driving licence appropriate to any vehicles the postholder would be authorised to drive.
- Relevant manual-handling, first-aid or equipment-operation training.

WORKING WITH BELFAST CITY MARATHON

This is a hands-on role supporting the delivery of Belfast City Marathon events, including work outside normal office hours. The successful candidate will work closely with colleagues, suppliers and volunteers to ensure events run safely and smoothly, while contributing to a positive and supportive team environment.

EMPLOYMENT INFORMATION

The current salary for this full-time position is £28,000 (under review).
Key terms include:

- Annual leave: 25 days, increasing to 30 days after five years' service, plus 11 customary holidays.
- Probationary period: six months.
- Pension: 5% employer contribution to match employee contribution.
- Employee Assistance Programme and branded event wear.

RECRUITMENT AND APPLICATIONS

Applications should provide clear evidence against the essential criteria in the person specification. Shortlisting will be based on the information provided, and shortlisted candidates may be invited to interview and further assessment.

Please complete and return the application form by **FRIDAY 4TH DECEMBER 2026 AT NOON to CEO@belfastcitymarathon.org. CVs cannot be accepted.**

Belfast City Marathon welcomes applications from suitably qualified candidates and is committed to fair and inclusive recruitment. Reasonable adjustments are available throughout the recruitment process.

RECRUITMENT PRIVACY STATEMENT

Belfast City Marathon Ltd will use applicants' personal information for recruitment and selection purposes, handling it securely in accordance with data protection legislation. For information about how your data is used, retained or protected, or to exercise your rights, please contact CEO@belfastcitymarathon.org.

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