



## Our Vision

Belfast City Marathon's vision is to promote Belfast and act as a driving force for the social, health, economic development, and well-being of the city. This will involve collaboration with communities, clubs, schools, and universities.

This vision will entail the staging of numerous events where local, national, and international people can participate, watch, or volunteer to improve their physical and mental wellbeing

## Our Mission

Staging multiple road racing events for local, national, and international people to attend or assist with through volunteering opportunities.

# Our Values

We integrate our core values throughout the organisation to build trust, guide behaviours, and maintain a culture that supports achievement or our agreed objectives.

## ***Integrity***

Everyone involved in our events and organisation will be respected and treated fairly with a focus on positive relationships, facilitating inclusion, collaboration, mutual support, and empowerment.

## ***Accountability***

Everyone involved will be clear about their responsibility to deliver in their role, and to report performance accurately and promptly. All decision making will be clearly communicated and aligned to the strategy.

## ***Transparency***

We will share relevant information, to support trust and alignment. Equally where confidentiality is necessary, we will operate discretion to protect our staff, members, and the sport as a whole.

## ***Excellence***

we will plan, act, reflect and really listen, to drive innovation and continual improvement. We will ensure our policies and procedures are fit for purpose and consistently applied.

## ***Fun***

We want people to feel excited and inspired by participating on our events, in a safe environment.

## Overview - The Chair and Leadership

Belfast City Marathon is responsible for staging sports participatory athletics events in Belfast annually. Currently there are four and include.

- Belfast City Marathon – first Sunday in May
- Belfast City Women's 10k – third Sunday in June
- Belfast City Half Marathon – third Sunday in September
- Belfast City 5k – third Sunday in November/coincide with Christmas Light Switch on in Belfast.

Belfast City Marathon is seeking to appoint a Chair to lead its board of directors, which consists of nine independent members. The Chair will be appointed for an initial term of four years, renewable for a further term of four years, subject to performance and board approval.

The Chair ensures the board has a clear vision, strategy, and culture, and holds the chief executive and senior management team accountable for delivering the organisation's objectives. The Chair also represents Belfast City Marathon at various functions, meetings, and media events, and consults with key stakeholders and partners.

An effective Chair will provide leadership to the board, enabling them to fulfil their responsibilities for the overall governance and strategic direction of the organisation. The Chair will play an integral role in ensuring that appropriate decisions are correctly made, including developing the organisation's aims, objectives, and goals in accordance with the governing document and legal and regulatory guidelines.

The Chair will work in partnership with the chief executive to ensure that board decisions are acted upon and the organisation is managed effectively. They will understand the difference between the role the board plays in governance, developing and agreeing the strategic direction of the organisation and that of the chief executive and senior management team in applying that strategy to the day- to-day operations.

## Overall Responsibility

The Chair has a significant role in leading the Board and establishing an environment that enables the Board to achieve its potential and secure the long-term success of the organisation.

The Code of Good Governance has been adopted by Belfast City Marathon. The board is responsible for providing appropriate oversight, governance, and leadership to the organisation in the pursuit of its objectives. The Chair provides leadership to the board with prime responsibility for ensuring it has agreed priorities, a coherent and achievable strategy, appropriate structures, processes, and a productive culture. They enable the board to achieve its potential and secure the long-term success of the organisation.

## Main duties & responsibilities

In addition to those duties and responsibilities performed by all board members, the Chair is considered to lead on:

- Steer the board in developing and reviewing the strategic direction, priorities, and performance of the organisation.
- Support and appraise the chief executive and act as a critical friend.
- Facilitate effective board meetings, ensuring adequate scrutiny, challenge and decision making.
- Manage conflicts of interest and loyalty and uphold the values and principles of the organisation.
- Promote board diversity, renewal, and succession planning, and evaluate board performance.
- Authorise action between board meetings within the scope of the governing document and legal requirements.

The Chair is expected to attend:

- Six board meetings per year, plus AGM and AGM preparation, in person in Belfast or remotely.
- Some subcommittee meetings, in person in Belfast or remotely.
- Other ad hoc meetings of the board or committees, as required.
- Belfast City Marathon events (4), launches (2) and prize giving evenings (2).

## Person Specification

The following characteristics, knowledge, and experience (or commitment to gain them) would be advantageous to the role of Chair:

- A passion for athletics and a commitment to its development and growth through the staging of mass participation events in NI
- A proven track record of senior leadership and strategic thinking in a relevant sector, such as sport, business, finance, law, media, education, health, or diversity and inclusion.
- Experience of serving as a chair or a similar governance role, preferably in a sport or non-profit/charitable context.
- Knowledge and understanding of the roles and responsibilities of a chair and a board director, including legal, ethical, and fiduciary duties.
- Experience of identifying and securing sponsorships.
- Ability to provide direction, support and challenge to the board, the chief executive, and the senior management team.
- Ability to facilitate effective board meetings, ensuring adequate scrutiny, challenge, and decision-making.
- Ability to manage conflicts of interest and loyalty and uphold the values and principles of the organisation.
- Ability to promote board diversity, renewal, and succession planning, and evaluate board performance.
- Excellent communication and interpersonal skills, and a willingness to challenge and be challenged.

- Independence of judgement and integrity, and a willingness to uphold the highest standards of governance and conduct.
- Availability and flexibility to attend board meetings, events and other Belfast City Marathon gathering as required.

## Remuneration

The role is a Voluntary Role – reasonable expenses can be claimed.

### *Time Commitment*

- The chair is expected to attend: Six board meetings per year, plus AGM and AGM preparation, in person in Belfast or remotely.
- Some subcommittee meetings, in person in Belfast or remotely.
- Other ad hoc meetings of the board or committees, as required.
- Belfast City Marathon events (4), launches (2) and prize giving evenings (2).

Belfast City Marathon is committed to equality, diversity, and inclusion, and welcomes applications from all sections of the community. Belfast City Marathon aims to have a balanced and representative board that reflects the diversity of its members, participants, and society. Belfast City Marathon particularly encourages applications from women, people from ethnic minority backgrounds, people with disabilities, and people from the LGBTQ+ community.

## How To Apply

To apply for the role, please send a CV and a covering letter outlining your motivation and suitability for the role, and how you meet the person specification, to Belfast City Marathon CEO, [claire.oneill@belfastcitymarathon.org](mailto:claire.oneill@belfastcitymarathon.org) by Monday 21<sup>st</sup> July at 12 noon.

Shortlisted candidates will be invited for an interview with a panel of board members. The appointment will be subject to satisfactory references and eligibility checks