**Belfast City Marathon**

**Job Description**

**Job Title:** Events and Marketing Internship – Undergraduate

**Salary:** Minimum Wage (12 months)

**Job Purpose:** To work as part of a team to provide a service in Events, Marketing and General Administration

**Annual Leave:** 25 days plus public holidays

**Based at:** Marathon Office, Sir Thomas and Lady Dixon Park,

Upper Malone Road, Belfast BT17 9LA

**Working week:** 37 hours per week; 8.30am – 4.30pm Monday to Thursday and 8.30am – 4pm Friday

**Duration:** 12 months (1st July 2024 – 1st July 2025)

Belfast City Marathon Ltd is one of the biggest sports event management companies in Northern Ireland, overseeing the planning, implementation and evaluation of the Belfast City Marathon, Belfast City Half Marathon, Belfast City Women’s 10K and the new Belfast City 5K Fun Run.

We are seeking a salaried Events & Marketing Intern on a contract basis to support the activities of the Events and Management Team. The successful candidate will enjoy insight into successful sports events delivery.

We look forward to working with a candidate who will make the most of this exciting opportunity.

In a fast-paced events organisation, the successful candidate will be expected to work evenings and weekends coming up to Race Days. In addition, the job will require a flexible approach to work with a varying schedule week to week and access to own transport for regular off-site meetings.

### MAIN AREAS OF RESPONSIBILITY

### Belfast City Marathon Events Organisation

To assist in the organising and delivery of the Belfast City Marathon and Belfast City Half Marathon.

Duties to include:

**Event Management**

* Assist the Event Management Team with a range of mini events. Liaison with the various partners and suppliers for the events to ensure the promotions are properly organised.
* Assist the Event Management Team with volunteer recruitment, training, and management. Issuing volunteer booklets.
* Work alongside the Event Management Team arranging plans for the expo and pack collection for the Half Marathon and Full Marathon.
* Support the Event Management Team with community engagement activities for the events in the local community.

**Marketing and PR**

* Assist the Event Management Team with digital marketing including social media and monthly ezines to all participants, sponsors, and partners.
* Investigate opportunities for cross promotion with other races locally, nationally, and internationally.
* Support the Event Management Team with the preparation of monthly media reports.
* Attendance at certain promotions to undertake administrative duties (this may involve working away from normal base and at weekends)

**Administration**

* Administrative duties associated with the distribution of promotional materials.
* Managing the registration of manual entries of participants.
* Minute taking at any Technical, Marketing or Board meetings when required.
* Monitoring the databases associated with Belfast City Marathon Ltd and updating when necessary.
* To provide an administrative service to Belfast City Marathon including;
	+ Maintain and answer the info email queries
	+ Answering the telephone
	+ Franking and postage
	+ Ordering race numbers and pins
	+ Perform other administrative duties as may be required

**Confidentiality**

* In the performance of the duties for Belfast City Marathon, the post-holder may have access to confidential information relating to participants, volunteers, sponsors, and others. They may also have access to information relating to the organisation’s business.  All such information from any source is to be regarded as strictly confidential
* Information relating to participants, volunteers, sponsors and others or the business of the organisation may only be divulged to authorised persons in accordance with the organisation’s policies and procedures relating to confidentiality and the protection of personal and sensitive data

**If you are interested in this post, please send your CV with a covering letter for the attention of the Operations Manager at** **eimear.degan@belfastcitymarathon.org** **or alternatively post to Belfast City Marathon Ltd, Marathon Office, Sir Thomas and Lady Dixon Park, Upper Malone Road, Belfast BT17 9LA before Friday 9th February, 4pm.**