



Scottish Cycling Job description and Person Specification

JOB TITLE:	Interim National Event Officer
CONTRACT TYPE:	Full time, fixed term for 13 months
SALARY:	£25,978- £28,143 (dependent on experience)
LOCATION:	Based at Sir Chris Hoy Velodrome in Glasgow (remote working possible)
REPORTING TO:	Events Manager
BENEFITS:	5% Pension Contribution, British Cycling Gold Membership
CLOSING DATE:	Wednesday 27 th November, interview date Thursday 5 th December

Scottish Cycling is the National Governing Body for cycle sport in Scotland. We are the voice of our sport and the largest cycling membership organisation in Scotland, representing the aspirations of our community.

Our strategy, [Developing a Nation of Cyclists](#), details our mission, vision and values and outlines how we will deliver activities across our four strategic themes of Lead, Grow, Support and Partner. Working across six different disciplines of cycling, we are committed to developing a nation of cyclists, maximising participation for all and delivering international success.

This is an exciting time for the Events Team at Scottish Cycling as we deliver the [2023-27 Domestic Events Strategy](#), which aims to grow event opportunities in Scotland, because we know that sport has the power to change lives.

We are looking forward to receiving applications from people who would like to be a part of growing, diversifying, and having a sustainable impact on cycling and our events.

At the heart of recruitment for this position is finding the right person, if you are unsure if your experience fits, then please get in touch with Tarn.Fynn@scottishcycling.org.uk (Events Manager) or Fraser.Johnston@scottishcycling.org.uk (Head of Events). We would be delighted to hear from you.

Job Purpose

The National Event Officer is a key role in the Scottish Cycling Events Team and is responsible for the development and coordination of the annual calendar of cycling events across the disciplines, ensuring that competition structures and pathways are in place, and everyone has the opportunity to experience the thrill of racing their bike. This includes the creation of robust relationships with Event Organisers to support them in the organisation and delivery of events, from grassroots and participation to the full list of National Championship and Series events, and everything in between.

Other Information

This is a full-time post working 37.5 hours per week, from January 2025 to January 2026. Attendance at evenings and weekend meetings and events is to be expected. Reasonable travel, accommodation and

administrative expenses incurred whilst carrying out this position are reimbursed in line with the Scottish Cycling's Travel and Subsistence policy.

Job Description

Strategic

- Explore opportunities to develop competition formats in Scotland that will help deliver on the 2023-27 SC Events Strategy

Operational

- In conjunction with the Workforce Officer, review and develop the SC Organiser's event resources and deliver training as required.
- Support organisers in the delivery of National Championship and Series events.
- Attend and support an agreed number of events.
- Take a lead role in SC delivered events such as Youth Tour of Scotland and others as required.

National Racing Calendar

- Support the planning, coordination, and administration of the 2025/2026 national calendar of events, including Scottish National Championship and Series.
- Support the review and development of Scottish National Championship and Series to ensure the continuous improvement, growth and increase of profile of these events.
- Ensure appropriate risk assessment processes are in place and organisers are equipped to meet minimum British Cycling standards. Review and update all Scottish Cycling documentation for the delivery of events.

Communication

- Work with event organisers and support the Scottish Cycling Communications team in the pre-determined PR, marketing and promotion of all Championship and National series events on the calendar, identifying appropriate promotional opportunities and resources at a local and national level.
- Prepare reports and information bulletins for events mailings, newsletter, website and other publications as necessary.

Administration

- Lead on the event approval process of the British Cycling Event Management System
- Support the Events Administrator in recording accurate and up to date results and information to inform the National Records database and for key data reporting.
- Lead the ongoing development and monitoring of event specific processes and procedures.

Monitoring and Reporting

- Develop and maintain effective systems and procedures for the tracking and monitoring of events, including qualitative feedback.

Other

- Any other duties as directed by the Events Manager or Head of Events.

Professional Development

- Follow an agreed programme of professional development to deliver business priorities and keep practices current.

Person Specification: National Events Officer

Competency	Essential	Desirable
Educational, Technical and Professional Qualifications	<ul style="list-style-type: none"> • Education to degree standard or equivalent. If no formal qualification, exceptional and appropriate work experience 	<ul style="list-style-type: none"> • Understanding of sport technical regulations • An understanding of the landscape of Scottish Sport
Relevant Work Experience	<ul style="list-style-type: none"> • Experience of working with sports clubs and groups • Experience working with partners and stakeholders • Experience of working with volunteers 	<ul style="list-style-type: none"> • Understanding of relationships between Sports Governing Bodies and external partners • Experience working with technical officials • Experience of planning and delivering events
Skills	<ul style="list-style-type: none"> • Highly literate in IT, including a sound knowledge of Microsoft products and online systems • Excellent written and verbal communication and interpersonal skills • Able to produce high quality reports and presentations 	<ul style="list-style-type: none"> • Experience of communications and event promotion
Planning and Organising	<ul style="list-style-type: none"> • Ability to focus on target outputs/outcomes and achieve these through prioritising activities and work • Proven ability to prioritise work and to respond to the demands, pressures and needs of a diverse operation • Excellent organisation skills and attention to detail 	<ul style="list-style-type: none"> • Versatility and creativity
Team Working	<ul style="list-style-type: none"> • Team player with ability to work with and motivate others, including volunteers 	<ul style="list-style-type: none"> • Facilitation skills, ability to handle conflict constructively
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic, energetic, hardworking, and reliable 	
Other Qualities	<ul style="list-style-type: none"> • Current driving licence 	