

Scottish Cycling
Job Description and Person Specification



JOB TITLE:	Tour de France Social Impact Project Officer
CONTRACT TYPE:	Full-time (37.5 hours per week), fixed term until 31 st January 2028
SALARY:	circa £28,000 per annum
OFFICE BASE:	Sir Chris Hoy Velodrome, Emirates Arena, Glasgow
REPORTS TO:	Social Impact Project Lead
BENEFITS:	5% pension contribution, British Cycling Gold Membership, Occupational Health Scheme, Cycle to Work Scheme, Additional day off on your birthday

Closing Date: midnight on Sunday 8th February 2026

Interviews: week commencing Monday 16th February 2026

How to apply:

Please submit a CV and cover letter outlining how your experience and skills align with the Key Responsibilities and Person Specification by email to recruitment@scottishcycling.org.uk

From the playground to the podium and everything in between, Scottish Cycling is the Scottish Governing Body (SGB) of cycle sport. Working across the seven different disciplines of cycling, we are committed to developing a nation of cyclists, maximising participation for all and delivering international success.

Our home base is the Sir Chris Hoy Velodrome, which is a world class facility and regularly hosts many international competitions including the highly successful first ever combined UCI Cycling World Championships in the summer of 2023.

Our mission is to inspire and support everyone to enjoy riding a bike and have the opportunity to realise their full potential. As the largest cycling membership organisation in Scotland, we are the voice of our sport, representing the aspirations of our community. Our strategic plan – Developing a Nation of Cyclists 2.0 – details our mission, vision and golden threads and outlines how we will continue the successful development of cycle sport in Scotland. In 2023, we were proudly awarded the SGB of the Year at the Scottish Sports Awards.

ABOUT THE ROLE

In 2027, Scotland will host the prestigious Tour de France Grand Départ, a momentous event with the potential to create lasting social change. We are seeking a talented, experienced, and passionate **Social Impact Project Officer** to support the development and delivery of a transformative social impact strategy that leverages cycling to improve lives across Scotland. This role will work closely with internal teams and key event partners to maximise a coordinated and impactful approach.

There are three overarching social impact outcomes that all UK wide event partners are collectively looking to contribute to before, during and after the Grand Départ. These are health improvement, economic growth and thriving communities. This post will work with both Scottish Cycling and British Cycling's social impact teams to help deliver six UK-wide programmes, alongside a programme of social impact projects in Scotland. Some potential examples of these projects are a girls' cycling participation programme, school engagement, employability, and arts & cultural initiatives.



KEY RESPONSIBILITIES

Programme Management & Delivery

- Lead the design and delivery of agreed social impact programmes and workstreams aligned to the Tour de France social impact framework and Scottish Government priorities.
- Develop and manage detailed delivery plans, milestones, risk registers and timelines for assigned programmes.
- Coordinate inputs from internal teams, delivery partners and suppliers to ensure smooth and consistent delivery.
- Monitor programme performance against objectives, escalating risks or issues to the Project Lead as required.
- Support the development of sustainable delivery models that extend impact beyond the 2027 Grand Départ.

Partnership & Stakeholder Management

- Manage day-to-day relationships with internal teams, programme delivery partners including local authorities, community organisations, education providers and third-sector partners.
- Act as a key point of contact for partners on assigned programmes, ensuring clarity of roles, expectations and reporting requirements.
- Support the Project Lead in maintaining effective relationships with strategic partners such as Scottish Government and British Cycling.
- Represent the social impact team at meetings, events and programme activity as required.

Impact, Monitoring & Evaluation

- Support the embedding of evaluation frameworks into programme design and delivery.
- Oversee the collection of qualitative and quantitative data across assigned programmes.
- Contribute to the preparation of interim and final impact reports for funders, partners and stakeholders.

Communications & Reporting

- Work closely with marketing and communications colleagues to support storytelling, case studies and content linked to programme delivery.

- Provide regular written updates, briefings and reports for internal and external stakeholders.
- Ensure accurate programme information feeds into wider organisational and Tour de France reporting.



PERSON SPECIFICATION:

Competency	Essential	Desirable
Education and qualifications	Educated to degree level, or able to demonstrate equivalent relevant experience.	Project management qualifications or training.
Experience	<p>Proven experience coordinating or managing projects and/or programmes, including planning, delivery tracking, and reporting.</p> <p>Experience working with multiple stakeholders and delivery partners to achieve shared outcomes.</p> <p>Experience working with communities and/or partner organisations to deliver activities that achieve social outcomes (e.g. health, employability, education, or community development).</p>	<p>Experience delivering social impact activity within sport, events, or place-based programmes.</p> <p>Experience coordinating suppliers, contractors and/or delivery partners.</p>
Knowledge, skills and abilities	<p>Strong organisational and project coordination skills, able to manage multiple workstreams and meet deadlines in a fast-paced environment.</p> <p>Excellent interpersonal and communication skills, with the ability to build positive working relationships and influence stakeholders.</p>	<p>Knowledge of societal inequalities and barriers to participation (e.g., poverty, disability, gender inequality, racial inequality, rurality) and how to apply this knowledge in programme design and delivery.</p> <p>Understanding of the cycling and active travel landscape in Scotland (or</p>

	<p>Strong written and verbal communication skills, able to produce clear updates, briefings and reports for a range of audiences.</p> <p>Proactive problem-solver with a solutions-focused mindset and strong attention to detail.</p> <p>Commitment to equality, inclusion and safeguarding best practice.</p>	<p>willingness to develop this understanding quickly).</p> <p>Experience supporting communications or storytelling activity (e.g., case studies, partner updates, impact stories).</p>
Personal qualities	<p>Passionate about social impact and the role cycling can play in driving positive social change.</p> <p>Collaborative and supportive team player who thrives in a small, fast-paced team environment.</p> <p>Curious and innovative, willing to think creatively and explore new ideas to deliver impact.</p> <p>Proactive and can-do approach, with the ability to work independently and take initiative.</p>	
Other requirements	<p>Willingness and ability to travel as required, including occasional evenings and weekends to support events and delivery activity.</p>	