



JOB DESCRIPTION AND PERSON SPECIFICATION

Club Developer – Peebles Cycling Club

CONTRACT TYPE: 3 Years Fixed Term. 15 hours per week

SALARY: £11,506 per year

REPORTING TO: Peebles Cycling Club

CLOSING DATE: Sunday 11th October at 2355

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.

Peebles is at the centre of a wonderful cycling paradise in and around the Tweed Valley and Peebles Cycling Club activities reflects the diversity available in the area. Many cyclists will be aware of the attractions of the Glentress mountain biking, gravel biking complex and Innerleithen's downhill and cross-country courses, built as part of the Seven Stanes project. PCC also have, on our doorstep, a wonderful network of excellent, quiet country roads for training and touring rides. This includes a wide range of supporting infrastructure, accommodation and high quality cafes used by members and visitors to the region.

We are a club of approximately 160 members whose activities range through touring, audax, track, time-trialling, road racing, cyclo-cross, gravel, sportive, cross country MTB and downhill MTB. We have riders of all ages and abilities from 8 to 75 years old and from British Champions to social gravel and road riders. Within the club we have British Cycling qualified coaches and SMBLA Leaders who predominantly coach and lead our younger riders in all cycling disciplines. Peebles Cycling Club also runs an active youth section known as "Trail Collective" with the order of 30 young members (aged 8-16) taken out by qualified leaders every Saturday morning for MTB riding in Glentress. Our leaders are all either British Cycling qualified coaches or MBLA Leaders.

The club and Scottish Cycling are working in partnership with the principal aim of developing strong club structures to ensure the sustainable and well-planned growth of both the membership of the club and the volunteer team which underpins it.

Thanks to funding from Sport Scotland through their Club Support Programme, Scottish Cycling and Peebles Cycling Club are investing in a 3 year post – Club Developer.

Job Purpose

This new role is intended to support the development of the club. The successful candidate is responsible for supporting the growth, development, and sustainability of Peebles Cycling Club whilst also supporting the Committee to increasing participation, promoting inclusive cycling opportunities in a safe environment, and strengthening community engagement. The post holder will be required

to attend committee meetings and become a member of the Peebles Cycling Club for the duration of the post.

Key Role Responsibilities

The Club Developer will be principally responsible for:

- **Participation and Membership Growth:** Lead initiatives to increase participation and grow Club membership through targeted engagement, recruitment, and retention activities.
- **Community Outreach:** Build and strengthen relationships with local communities, schools, partner organisations', and stakeholders to expand the Club's reach and impact.
- **Funding and Income Generation:** Identify, develop, and support funding opportunities, sponsorship, and income-generating initiatives to enhance the Club's financial sustainability.
- **Volunteer and Session Support:** Recruit, coordinate, and support volunteers while assisting in the planning and delivery of high-quality Club sessions and activities.
- **Monitoring and Reporting:** Monitor programme delivery, participation, and outcomes, maintaining accurate records and producing reports to support evaluation and funding requirements.
- **Club Administration:** provide comprehensive administrative support to ensure the effective day-to-day operation of the Club, maintaining records, membership renewals and reminders, coordinating communications, and supporting governance processes.
- **Communications and social media:** support and develop the club's social media presence and digital communications to promote activities, celebrate successes and attract new participants and volunteers.
- **Liaison with Scottish Cycling:** act as the club's main point of contact; keep up to date with guidance, opportunities, training and compliance requirements; coordinate affiliation and relevant communications.

The Club Developer will work on a work plan which will be agreed PCC. They will be required to provide bi-monthly updates and submit an annual report to all project partners. The Club Developer may also be asked to present their work at Scottish Cycling Conferences to share learnings from the role.

Details of the Post

The post will be home-based and the candidate will be provided with a club laptop only for the duration of the post.

The role, while embedded in the club, will be supported by Scottish Cycling staff and benefit from the opportunity to access a range of tools and resources, as well as expertise from staff across the organisation to support their work.

This is a fixed-term post of 15 hours per week. Working hours can be arranged flexibly; however, occasional evening and weekend working may be required to support club activities and events.

The post holder will work flexibly to meet club requirements. Whilst normal working arrangements will generally apply, there will be occasions when evening and weekend work is required to support club activities and events.

Any other work as directed by the Club Committee.

Reasonable travel, accommodation and associated expenses incurred whilst undertaking duties on behalf of the club outside the Peeblesshire area will be reimbursed in accordance with Scottish Cycling's Expenses Policy.

Person Specification: Club Developer

Competency	Essential	Desirable
Personal qualities	• A passion for getting people active and promoting the benefits of an active lifestyle • Enthusiastic, hard-working, and reliable • Commitment to equality, diversity and inclusion. • Able to work with minimum supervision • Flexible approach to working and ability to work flexible hours to suit the job	• A knowledge of local area - cycling landscape and possible community groups to engage with for membership growth
Relevant work experience	• Proven ability of effective time management	• Experience of working with community clubs or groups • Experience of working with volunteers within a range of contexts • Understanding of the cycling landscape in Scotland. • Knowledge of British and Scottish Cycling programmes and awards • Experience of producing and implementing development plans • Experience in volunteering, sports development, coaching, or events
Skills	• IT literate • Good written and verbal communication skills • Excellent understanding of engaging people through social media platforms	• Experience of marketing and promotion • Able to produce quality reports and presentations
Planning and organising	• Ability to plan and prioritise your own workload • Ability to work towards target outputs/ outcomes	• Experience of producing and implementing a project plan • Versatility and creativity • Flexible approach to problem solving
Team working	• Proven ability to work with others, motivate, provide direction and influence • Ability to collaborate in a team	
Driving		• Driver license

Recruitment process

Closing Date: Sunday 11th October at 2355.

Interviews will take place **week commencing 26th October.**

Scottish Cycling is committed to selecting staff solely based on their ability to do the job for which they are being recruited and welcomes application from all sections of the community.

Safe Recruitment and Protection of Vulnerable Groups (PVG) Requirements

In line with the requirements of the Disclosure (Scotland) Act 2020, all appointments are subject to appropriate pre-employment checks. Where a role is identified as a regulated role, and as a condition of appointment, the successful candidate will be required to become a member of the Protecting Vulnerable Groups (PVG) Scheme and registering Scottish Cycling as an interested party. We will undertake the appropriate disclosure checks relevant to the role before employment can commence.

An application form can be obtained from our website www.scottishcycling.org.uk. Completed applications should be emailed to recruitment@scottishcycling.org.uk

For an informal discussion, please contact Claire Cameron, email at chairofpeeblescycling@gmail.com