

Scottish Cycling Job Description and Person Specification

Job title:	Rock Up & Ride Programme Manager
Contract type:	Full time, Permanent
Salary:	£39,551 - £44,945 (depending on experience)
Location:	Sir Chris Hoy Velodrome, Glasgow International Arena, (hybrid working)
Reports to:	Head of Development (Participation and Coaching)
Responsible for:	4 direct reports, with overall responsibility for a team of 5. Direct reports - Rock Up & Ride Programme Officers (x3), Rock Up & Ride Participation Educator
Benefits:	5% pension contribution, British Cycling Premium Membership, Occupational Health Scheme, Cycle to Work Scheme
Closing date:	Applications close on Sunday 4 th October 2026. Completed applications should be sent to recruitment@scottishcycling.org.uk . Interviews will take place on Thursday 22 nd or Friday 23 rd October 2026.
Start date:	From week commencing 4 January 2027

From playground to the podium and everything in between, Scottish Cycling is the national governing body for the sport of cycling in Scotland. We seek to grow the sport, regardless of what bike you ride, by supporting a network of clubs, coaches, leaders, officials and volunteers. Our strategy, [Developing a Nation of Cyclists](#), details our vision, mission and values and outlines how we will deliver success across eight priority areas.

Scottish Cycling's Rock Up & Ride programme aims to increase cycling participation, particularly among under-represented groups. It builds confidence and skills to help people cycle more often and make long-term changes to their travel habits.

This opportunity comes with a start date from the week commencing 4 January 2027. We are recruiting for this opportunity early to manage an effective transition with the current postholder who will leave the organisation at the end of March 2027. We recognise that candidates may have existing notice periods and will work with the successful applicant to agree a suitable start date around this.

JOB PURPOSE

The Rock Up & Ride Programme Manager plays a pivotal role within the Scottish Cycling team, providing strategic leadership and operational management to ensure the successful delivery and ongoing development of the Rock Up & Ride programme. The role leads, supports and manages the programme team, while developing strong strategic and local partnerships that enable Rock Up & Ride to respond effectively to community needs and reach under-represented groups. The Programme Manager will use evidence, participant insight and community engagement to continually improve the programme, demonstrate its impact and support its sustainable growth.

Significantly funded through Transport Scotland's People & Place programme and aligned with Regional Transport Partnerships and local authorities, Rock Up & Ride supports the delivery of active travel and behaviour change initiatives that enable more people to cycle for everyday journeys. The Programme Manager ensures the programme delivers high-quality outcomes that contribute to national and local priorities, generating lasting health, environmental, economic and social benefits for communities across Scotland.

KEY RESPONSIBILITIES

Strategic

- Support the Head of Development to develop and maintain strategic partnerships with key stakeholders, including Transport Scotland, Regional Transport Partnerships and local authorities.
- Build and maintain productive relationships with existing and prospective funders, clearly articulating the programme's impact, investment case and opportunities for growth.
- Lead the development and diversification of funding for Rock Up & Ride, identifying new investment opportunities and developing high-quality funding applications, bids and business cases across public funding, trusts, foundations, grants and other appropriate sources.
- Provide strategic leadership for the ongoing development of the Rock Up & Ride programme, ensuring alignment with Scottish Cycling's strategic priorities and national active travel objectives.

Operational

- Lead, motivate and develop the Rock Up & Ride team, implementing effective management systems, setting clear objectives, and undertaking regular performance reviews to support professional development.
- Develop and oversee operational plans that deliver programme objectives, ensuring activities are delivered efficiently, effectively and in line with agreed outcomes.
- Lead programme monitoring, evaluation and impact reporting, using quantitative and qualitative evidence to understand what is working, demonstrate wider social value and outcomes, and communicate the difference the programme is making to participants, communities and funding partners.
- Ensure appropriate governance, risk management, safeguarding and health and safety processes are implemented and adhered to across the programme.
- Implement and maintain systems to collect, analyse and report programme data and participant feedback using insight to inform decision-making, programme development and continuous improvement.
- Ensure communities and participants have a meaningful role in shaping Rock Up & Ride, using engagement, feedback and co-design approaches to understand local needs and adapt programme delivery accordingly.
- Manage the Rock Up & Ride programme budget, working closely with the Head of Development and business operations team to ensure effective financial planning, monitoring and reporting.
- Work collaboratively across Scottish Cycling to embed a joined-up approach to programme delivery and contribute to the wider development of cycling in Scotland.
- Work with the Marketing and Communications team to promote the programme, share its impact and celebrate successes with partners and stakeholders.

Relationships

- Build and maintain productive relationships with funding partners, Regional Transport Partnerships, local authorities, British Cycling, national cycling organisations, community organisations and other stakeholders to support successful programme delivery.
- Develop trusted relationships with community organisations, local delivery partners and other organisations that understand and represent communities Rock Up & Ride seeks to engage, ensuring delivery responds to local needs and opportunities.
- Represent Scottish Cycling and the Rock Up & Ride programme at meetings, forums and events, acting as a credible and influential advocate for the programme.

Diversity and Inclusion

- Champion equality, diversity and inclusion by identifying and responding to the barriers that can prevent people and communities from cycling, participating in physical activity or choosing active travel, ensuring Rock Up & Ride is accessible and responsive to the needs of under-represented groups.

Professional Development

- Undertake continuous professional development to maintain professional knowledge, develop leadership capability and support organisational priorities.

Details of the Post

Scottish Cycling's offices are based at the Sir Chris Hoy Velodrome in Glasgow. We operate a hybrid working model, offering flexibility while recognising the needs of the role and the organisation. The successful candidate will be expected to adopt a flexible approach to working, including reasonable travel across Scotland. Travel, accommodation and administrative expenses incurred in carrying out the role will be reimbursed in accordance with Scottish Cycling's Travel and Subsistence policy.

This is a full-time position (37.5 hours per week). Due to the nature of the role; flexibility is required, including regular evening and weekend working to attend meetings, events and programme activities.

The holiday year runs from 1 January to 31 December. The annual leave entitlement for a full-time employee is 34 days, inclusive of statutory public holidays, plus an additional day's leave to celebrate your birthday. Seven days of annual leave are allocated when the office is closed over Christmas

Scottish Cycling is committed to creating a diverse, inclusive and welcoming environment where everyone can thrive. We are committed to attracting and recruiting people with the skills, experience and potential to succeed in the role. We welcome applications from all suitably qualified candidates, regardless of age, disability, gender identity, sexual orientation, race, religion or belief, caring responsibilities, care experience or social background.

The job description will be reviewed periodically to ensure that it continues to reflect the requirements of the role and the priorities of Scottish Cycling's Strategic Plan and Annual Business Plan priorities.

Contact

For further information on the role or for an informal conversation, please contact Allan McKay (Head of Development) on 07976 431 412 or by e-mailing allan.mckay@scottishcycling.org.uk

Rock Up & Ride Programme Manager Person Specification

FACTORS	ESSENTIAL	DESIRABLE
Education and Professional Qualifications	Educated to degree level or significant equivalent management and/or project management experience.	Relevant qualification in project management, sport/community development or the cycling sector.
Relevant Work Experience	- Strong project management experience, including leading programmes that deliver meaningful and measurable impact. - Proven experience of leading and developing diverse teams. - Proven track record of developing effective partnerships across public, community and/or other sectors. - Strong business planning, budget and financial management experience. - Demonstrable experience of securing funding and investment, including developing successful applications, bids and/or business cases. - Experience of monitoring and evaluating programmes, using data and qualitative insight to demonstrate outcomes, impact and social value. - Experience of engaging communities and participants to inform the design, development or improvement of programmes and services.	- Understanding of Scottish Cycling landscape and Scottish Cycling's strategic plan. - Understanding of Scottish Government sport, physical activity and active travel policy. - Understanding of sports development, governing bodies and progression pathways.
Skills	- Excellent communication, interpersonal and presentation skills, with the ability to build positive working relationships at all levels. - Ability to influence, motivate and engage others. - Ability to think strategically and creatively to maximise programme impact. - Strong business acumen and political awareness. - Strong organisational skills, with the ability to prioritise a varied workload and work effectively to deadlines. - Strong IT and digital skills.	- Knowledge of cycling facilities and operating models. - Awareness of the cycling sector, including relevant delivery organisations, supply chains and retailers. - Experience of using marketing and communications approaches to promote programmes or services.
Other	Flexible approach to work, work locations and willingness to travel and on occasions work unsociable hours.	Full driving licence.