

Scottish Cycling

Job Description and Person Specification

JOB TITLE:	Events Manager
CONTRACT TYPE:	Full time, permanent
SALARY:	£33,559-39,551 (dependent on experience)
LOCATION:	Sir Chris Hoy Velodrome in Glasgow (remote working possible)
REPORTING TO:	Head of Development (Clubs and Events)
RESPONSIBLE FOR:	National Events Officer, Event Administrator
BENEFITS:	5% pension contribution, British Cycling Premium Membership
CLOSING DATE:	2355 on Sunday 11 th October

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.

As we embark upon a refresh of our Domestic Events Strategy, building upon the successes and challenges of the last four years, there hasn't been a better time to join the team.

We are looking forward to receiving applications from people who would like to be a part of leading and developing the sport in Scotland, ensuring it is fit for the future, and that everyone can be catered for in our calendar of 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. We would be delighted to hear from you.

Job Purpose

The Scottish Cycling Events Manager is responsible for the leadership and management of the Scottish Cycling Events team, budgets, programmes, and stakeholder relationships to ensure the growth and development of domestic events in Scotland.

Further to this key element, we would expect the Event Manager to enthusiastically contribute to the ongoing development and implementation of projects within the organisation, as well as play a proactive role in their own development.

Other Information

This is a full-time post working 37.5 hours per week. Attendance at meetings and events at evenings and weekend 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.

For an informal discussion please contact Fraser Johnston, Head of Development (Clubs and Events):
Fraser.Johnston@scottishcycling.org.uk or 07976 431 414

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 register Scottish Cycling as an interested party. We will undertake the appropriate disclosure checks relevant to the role before employment can commence.

Key Responsibilities

Strategic

- Development and implementation of the Events outcomes outlined in the Scottish Cycling Business Plan.
- Delivery of agreed activities and projects, including regional and national events, ensuring Scottish Cycling actively and strategically engages in the planning, delivery and outcomes of these events.
- Ensure a partnership approach to the planning and delivery of Events by developing positive working relationships with key stakeholders, including commercial partners, sportscotland, EventScotland, Police Scotland, local authorities, discipline associations, member clubs, Scottish Cycling regions, volunteers, and organisers.
- Work with other Scottish Cycling staff, national and local partners to support the development of Scottish Cycling events, the infrastructure of the sport and growth in membership
- Work with partnership organisations delivering major, national and international cycling events in Scotland that raise the profile of the sport and have a positive impact on Scottish Cycling members, the economy and social impact.

Management and Reporting

- Ensure effective monitoring and evaluation of the domestic events calendar and other relevant projects providing impact reports and ensuring necessary data collection to enable analysis and strategic planning.
- Provide timely and accurate reports to relevant parties including, but not limited to, the Scottish Cycling Board and sportscotland.
- Line management responsibility for the events team, and shared line management of the Workforce Officer.

Governance and Risk

- Lead governance groups relating to events to ensure an effective and engaging platform for clubs, officials, volunteers and organisers.
- Work closely with British Cycling, the National Events Officer and Event Organisers, to ensure appropriate risk management processes are in place and are monitored, recorded and supported.
- Work with the home nations governing bodies to ensure the technical regulations of the sport are up to date and relevant for Scottish Cycling.
- Ensure that there will be an inclusive culture for all those who wish to participate in the sport, they are treated fairly, and in line with all Scottish Cycling policies.

Financial Management and Sustainability

- Manage the annual budget for Events, regularly reviewing events income and expenditure.
- Oversee the event administration process to ensure effectiveness and efficiency in all pre- and post-event administration.

Operational

- Oversee the development and implementation of the calendar of domestic events in Scotland, ensuring appropriate opportunities across disciplines, and across Scotland, including National and Regional Championships.
- Lead the process for awarding Scottish National Championships and Series, including the annual review of National Event Delivery Agreements, and supporting the delivery of key National Championship and National Series events during the year.
- In conjunction with the Workforce Officer, oversee the development and implementation of the Event Workforce Plan, supporting the recruitment, retention and reward of the volunteer event workforce including, but not limited to: Commissaires, Timekeepers, Marshals, Event Organisers, and the National Escort Group (NEG).
- Manage the Scottish Cycling Technical Regulations across disciplines and ensure all associated technical regulations and event guidelines are up to date and adhered to.
- Support the Communications team to ensure that a communications plan is in place for the PR, marketing and promotion of event activities. Prepare reports and information for club mailings, newsletter, website, and other publications, as necessary.

- Attend and support an agreed number of events.

Other

- Any other duties commensurate with the grade and level of responsibility of this post, as directed by the Head of Development (Clubs and Events)

Professional Development

- Follow an agreed programme of professional development in order to deliver business priorities and keep practices current.
- The above job description will be subject to annual review and reflects the needs of the Scottish Cycling Strategic Plan and the sportscotland Corporate Plan

Person Specification: Events Manager

Competency	Essential	Desirable
Educational, Technical and Professional Qualifications	• Education to degree standard or equivalent. If no formal qualification, exceptional and appropriate work experience	• Relevant event or sport management qualification. • Understanding of sport technical regulations, ideally cycling
Relevant Work Experience	• A minimum of 3 years' experience of event or sport development; Strategic planning experience. • Experience of financial planning and budget management. • Experience working with partners and stakeholders. • Experience of working with volunteers and technical officials. • Experience of working with sports clubs and groups.	• An understanding of event management within a sports organisation. • Experience of delivering events, in particular cycling events. • Experience of managing relationships between Sports Governing Bodies and external partners. • Experience of working in Scottish Sport. • Knowledge of Scottish and British Cycling. • Management experience
Skills	• Highly literate in IT, including a sound knowledge of Microsoft products and online system. • Excellent written and verbal communication and interpersonal skills. • Excellent influencing and negotiating skills. • Able to produce high quality reports and presentations.	• Ability to support, develop and train others (particularly volunteers)
Planning and Organising	• Proven ability to devise and deliver strategic initiatives. • Versatility and creativity. • Proven ability to prioritise work and to respond to the demands, pressures and needs of a diverse operation. • Excellent organisational skills and attention to detail	
Team Working	• Proven team working skills.	• Line management experience.

	• Ability to lead a team and motivate others and provide direction and influence	• Facilitation skills, ability to handle conflict constructively
Personal Qualities	• Enthusiastic, energetic, hardworking and reliable	
Other	• Able to travel; Current driving licence	