



JOB DESCRIPTION AND PERSON SPECIFICATION



Development & Facilities Manager – Clyde Cycle Park

CONTRACT TYPE: 1 Year in the first instance, renewable for up to 2 Years. Full time

SALARY: £31,500

REPORTING TO: Board of Clyde Cycle Park

CLOSING DATE: Sunday 25th October at 2355

Clyde Cycle Park is a Scottish Charitable Incorporated Organisation developing a multi-use sport and leisure facility that supports community participation, competition and commuter cycling. The Park aims to improve health and wellbeing, increase access to cycling and outdoor activity, and create a welcoming space for local residents, schools, clubs, families and visitors. The organisation works with a range of partners and is governed by a Board of Trustees drawn from partner organisations and other relevant backgrounds.

Thanks to funding from SportScotland through their Club Support Programme, this post has been developed in partnership with Scottish Cycling, which is the National Governing Body for cycle sport in Scotland. It is the largest cycling membership organisation in Scotland, representing the aspirations of our community, and is the voice of our sport

Job Purpose

The Development & Facilities Manager post is for one year in the first instance, renewable for two further years depending on performance and funding. This new role is a key appointment to drive the development and management of Clyde Cycle Park (CCP). The successful candidate will be responsible for supporting the growth, development, and sustainability of CCP as part of a wider Scottish Cycling strategy to increase participation, promote inclusive cycling opportunities in a safe environment, and strengthen community engagement. The post will require initiative, enthusiasm, flexibility and strong inter-personal skills.

Key Responsibilities

The Development & Facilities Manager will have the following responsibilities (subject to periodic review by the Board of CCP):

- Lead the day-to-day management and operation of Clyde Cycle Park, ensuring high standards in safety, security, maintenance, cleanliness, compliance, and customer experience.
- Develop partnerships and strengthen relationships with clubs, supporting them to establish regular sessions at the circuit, providing new opportunities for people to cycle, and enhancing the quality of activity for their existing members.
- Work in collaboration with Scottish Cycling to establish the venue as a key place for talent development, with regular clusters between West of Scotland youth clubs, hosting national training sessions, and hosting both grassroots and national events.

- Work to develop CCP as a venue for other sports and activities (e.g. snowsports, athletics, skating, fitness training)
- Engage with stakeholders – national and local government bodies, agencies, associations, clubs, businesses and sponsors - to support participation growth and venue development.
- Manage, support, and develop the existing CCP staff team (which has responsibility for CCP community programmes), coaches and volunteers through effective leadership, training, workforce development, and positive workplace culture.
- Plan and deliver a diverse programme of cycling and other sports events, club activities, competitions, and other programmes that increase participation and enhance user experience.
- Increase earned income and funding opportunities through commercial activity, venue hire, sponsorship, memberships, events, and grant development to support long-term sustainability of CCP.
- Support the strategic growth and reputation of CCP by promoting inclusion, stakeholder engagement, volunteer development, and long-term participation in cycling and other sports.

The Development & Facilities Manager will undertake the above responsibilities based on a workplan which will be agreed by the Board of Clyde Cycle Park and Scottish Cycling. The postholder will be required to provide bi-monthly updates and submit an annual report to all project partners. The Development & Facilities Manager may also be asked to present their work at Scottish Cycling Conferences to share the learning from the role.

Other Information

This is a full-time post of 37 hours involving flexible working. The post requires the postholder regularly to carry out work during evening and weekend periods. Leave is four weeks plus eight bank holidays with a 5% pension contribution.

The post will be based at Clyde Cycle Park but may have some home-working requirements. A laptop will be provided.

Reasonable travel, accommodation and administrative expenses incurred in carrying out this position are reimbursed in line with CCP's expenses policy.

The role will benefit from the opportunity to access Scottish Cycling tools and resources, as well as expertise from staff across the organisation to support their work.

The post involves working with young people and vulnerable groups. Clyde Cycle Park will undertake checks with Disclosure Scotland.

Person Specification: Development & Facilities Manager

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 minimal supervision • Flexible approach to working and ability to work flexible hours to suit the job	
Relevant work experience	• Experience of working with cycling or other sports clubs and groups, • Experience of working with volunteers within a range of contexts • Proven ability of effective time management	• 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 or coaching • Experience with events organisation
Skills	• Strong interpersonal skills • IT literate • Good written and verbal communication skills	• Experience of marketing and promotion • Able to produce quality reports and presentations • Experience of running web and social media platforms
Planning and organising	• Experience of producing and implementing management, project and events plans • Ability to plan and prioritise your own workload • Ability to work towards target outputs/ outcomes	• Versatility and creativity • Flexible approach to problem solving • Experience in developing new systems
Team working	• Proven ability to work with others, motivate, provide direction and influence	• Ability to collaborate in a team • Ability to handle conflict constructively
Driving		• Clean driving licence • First aid qualification

Recruitment process

Clyde Cycle Park 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.

Please send a CV and application letter to recruitment@clydecyclepark.org.uk by 2355 on Sunday 25th October at 2355. Please feel free to contact us at this address for an informal conversation or for a visit to the Park.

Interviews are due to take place on Monday 9th November.