

Job Description

Job Title :	Regional Events Officer - South (Cycle Sport)	Reports to :	Regional Events Team Manager (Cycle Sport)
Function :	Cycle Sport and Membership	Direct Reports :	0
Job Holder :	TBC	Date Effective :	February 2012

Job Purpose

To manage and co-ordinate the planning and implementation of a Cycle Sport Events programme within British Cycling's South Region and Inter-Regionally in partnership with Regional Boards.

To increase the quantity and quality of participation opportunities across a range of disciplines in British Cycling's South Region resulting in increased participation and satisfaction levels among participants, volunteers and officials.

Responsibilities

1. To effectively manage and co-ordinate the organisation, implementation and development of a balanced programme of Cycle Sport Events, across all disciplines, in a Region in partnership with Regional Boards.
2. To consult with key partners, Nationally and Regionally, to research the current provision across all disciplines in a Region, mapping the activity, identifying gaps in provision and areas for development.
3. To increase the quantity and quality of Cycle Sport Events in a Region across a range of disciplines and ensure the events programmes are contributing to the outcomes and key performance indicators as set out in British Cycling's Whole Sport Plan and aspirations of the Regional Board and other key stakeholders.
4. To increase the number of participants in Cycle Sport Events in a Region across a range of disciplines.
5. To produce and manage a Cycle Sport Events Regional delivery plan, in conjunction with the Regional Boards, and to ensure that this is aligned to the national vision and strategic outcomes.
6. To work closely with the Regional Competition Administrator ensuring that the regions Cycle Sport Event human resource is maximised.
7. Implement a robust monitoring and evaluation system and use this to produce regular accurate reports, as and when required, detailing regional specific qualitative and quantitative data related to national outcomes and key performance indicator's and targets.
8. To ensure that the Cycle Sport Events programme in a Region is accessible for all and that equality issues are addressed.
9. To work closely with the HQ Cycle Sport and Events team to ensure that the Regional Cycle Sport Events programme complies with British Cycling's Technical Regulations.
10. Liaise with the National Cycle Sport team to contribute to the future development of the disciplines.
11. To identify examples of best practice in a Region that can be shared and implemented at a Regional and National level.
12. Establish and develop positive working relationships with the key volunteers and officials in the region to ensure the successful delivery of the Cycle Sports Events Plan for the Region.
13. To work closely with the Regional Board and the Officials Education team, pro-actively identifying and recruiting new volunteers and officials to support the delivery of the Regions' Cycle Sport Events programme.
14. To work with the Officials Education team to identify, manage and support a regional programme of training and CPD for key volunteers and officials to ensure the delivery of a high quality Cycle Sport Events programme in a Region.
15. Implement a reward and recognition scheme for key volunteers and officials in the region.
16. To work with the Officials Education team to contribute to the future development of the Officials Education programme.

17. Support the development of other specific projects related to the Cycle Sport Events programme, as and when required.
18. Contribute to the strategic development of key elements of the Cycle Sport Events Programme.
19. Liaise and work closely with British Cycling staff in a Region across other directorates, including the development, recreation and talent strands to ensure that the regional resource is maximised and a positive partnership is established between employed staff and Regional Boards.
20. To build positive relationships with external agencies at a local level with the aim of promoting and developing the regions Cycle Sport Events programme.
21. Manage a budget for the delivery of the Cycle Sport Events programme across a Region.
22. Represent the Regional Events Team Manager at meetings, as and when required.
23. Undertake any other tasks appropriate to this level of responsibility.
24. Promote British Cycling's Values and Objectives, and implement them in a positive and practical way.

Person Specification

Requirements	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • A good standard of education (a minimum of 5 GCSE's or equivalent). 	<ul style="list-style-type: none"> • A degree level qualification or similar.
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge of the key British Cycling programmes that relate to events and volunteers. • Experience of working with voluntary and statutory sectors and community groups. • Knowledge and experience of working with volunteers as event organisers, marshals and event officials. • Experience of working with different organisations and people at a variety of levels. • Knowledge and experience of working as part of a successful team to plan and implement projects/events. • An understanding of competitive and non competitive cycling across all disciplines with the ability and enthusiasm to drive the sport forward in a region. 	<ul style="list-style-type: none"> • Experience as a volunteer or official in cycle sport. • Experience and understanding of cycle sport event racing.
Skills	<ul style="list-style-type: none"> • Proven ability to work on own initiative, prioritise workloads and achieve deadlines is essential for this post as are accuracy and attention to detail. • Ability to effectively facilitate meetings and ensure that actions are followed up in a timely and effective manner. • High level influencing skills. • Excellent planning and organisation skills. • Proven ability to prepare well structured and detailed reports to present to key groups. • Ability to produce data and report against a range of agreed key performance indicators. • IT literate, including experience in the use of Microsoft Office Package including Excel, Word and PowerPoint. 	
Other Qualities	<ul style="list-style-type: none"> • Ability to travel independently. • Must hold a current, full driving licence (which permits the holder to drive in the UK). • Maintain awareness of cycling products and services. 	