

Job Description: Cycling Events Delivery Manager (Fixed Term Contract)



Role Title: Cycling Events Delivery Manager
Contract Type: Fixed Term with potential to extend
Contract Term: 230 Hours from March to end July 2026
Reporting To: Cycling Development Manager
Working Pattern: Primarily weekends and weekday evenings
Location: Hybrid between Cyclopark Charity, Gravesend and some home-based hours
Remuneration: £17.50 per hour

Apply by emailing: luke.anderson@cyclopark.com
Applications close: **22 February 2026**
Interviews: Week commencing **2 March 2026**
Start Date: Week commencing **9 March 2026**

Role Overview

We are looking for a passionate Cycling Events Delivery Manager to be responsible for the seamless on-the-ground delivery of track and cyclo-cross events during the spring and summer of 2026. As a prominent cycling venue in the southeast, we are aware it is becoming harder to host viable events with thriving participation numbers. So, this year we are excited to launch a refreshed series of grassroots events, including exciting collaborations in the pipeline, to build up a community of regular racers of all ages.

This role focuses on the operational execution of these events to provide great experiences for all involved. An understanding of British Cycling (BC) systems, categories, race rules & registration processes is preferable with experience of electronic timing systems desirable. The successful candidate will also be familiar with volunteer management and coordination to ensure a safe and well-managed event environment.

The Cycling Events Delivery Manager will work closely with and reporting to the Cycling Development Manager.

Key Responsibilities

Event Operations & Delivery

- Deliver cycling events to a high standard, ensuring compliance with British Cycling rules and best practice.
- Set up and dismantle event infrastructure, equipment, signage, and course elements as required.
- Oversee race timing system setup, operation, and troubleshooting during events.
- Prepare race packs, rider lists, numbers, timing chips (where used), and all associated materials for entrants.
- Ensure all logistical elements required for race delivery are in place and functioning.
- Input into the design and provision of great experiences for all involved in the event: riders, spectators, commissaires, volunteers.

British Cycling System & Administration

- Monitor and manage event registrations through the British Cycling event management system.
- Check rider categories, licence requirements, and eligibility in line with BC regulations.

- Maintain accurate event documentation such as start lists, results (where applicable), and compliance paperwork.

Volunteer Coordination

- Lead onboarding of volunteers to fulfil marshal and support roles for each event.
- Deliver marshal briefings, ensuring volunteers understand their duties, safety requirements, and event procedures.
- Oversee marshal welfare, provisions, and on-event support.
- Act as the point of contact for all volunteers during delivery.

Event Day Management

- Serve as the operational lead on event days, ensuring smooth running of all components.
- Liaise with the Cycling Development Manager on any issues, incidents, or changes to event delivery.
- Support riders, spectators, volunteers, and partners with event queries and information.
- Uphold the highest standard of safety, professionalism, and rider experience.

Ride Specific Admin

- Inputting post event summaries into community newsletter
- Ad hoc administrative requirements relating to ride or events

Required Skills & Experience

- Strong working knowledge of British Cycling race categories, systems, rules, and registrations.
- Experience in delivering British Cycling-sanctioned events (preferred).
- Understanding of race timing technologies and event-day technical setup.
- Experience coordinating volunteers or small operational teams.
- Confident in managing fast-paced event environments and making on-the-spot decisions.
- Ability to work independently and take ownership of event delivery.

Personal Attributes

- Excellent communication and interpersonal skills.
- Strong leadership with the ability to motivate and support volunteers.
- Calm under pressure and confident in conflict resolution when required.
- Organised, reliable, and detail-oriented.
- Physically capable of assisting with event setup (e.g., equipment, barriers, signage).
- Full UK driving licence preferred but not essential.

Working Patterns

- Evening and weekend work required depending on event schedule.
- Role is based at a fixed site; no travel or overnight stays expected.
- Practical, hands-on outdoor work involved during setup and delivery.

What is the Cyclopark Charity like as a place to work?

We are a diverse, community-focused organisation with cycling, movement, and wellbeing at our core. As we continue to grow and expand our range of services and deliverables, our Team is also evolving, working collaboratively across departments and supporting one another through a strong, approachable management structure. The whole Team comes together to deliver major events and community programmes, and we build close, positive relationships with our users and members, many of whom

describe Cyclopark as feeling like a family. We are passionate about inclusion and about helping people progress on their own journeys, whatever level that’s at, and working here brings a genuine sense of pride, purpose, and the knowledge that your contribution truly makes a difference.

Draft Events Schedule

		March					April				May				June					July			
Event		02-Mar	09-Mar	16-Mar	23-Mar	30-Mar	06-Apr	13-Apr	20-Apr	27-Apr	04-May	11-May	18-May	25-May	01-Jun	08-Jun	15-Jun	22-Jun	29-Jun	06-Jul	13-Jul	20-Jul	27-Jul
Spring in the Park	Pre-event																						
	Event				28.03			18.04		02.05		15.05		30.05		12.06		27.06		11.07			
	post Event																						
Crits in the Park	Pre-event																						
	Event										07.05		21.05		04.06		18.06		02.07		16.07		
	post Event																						
Summer CX	Pre-event																						
	Event																21.06	28.06					
	post Event																						
Masters Circuit Champs	Pre-event																						
	Event																				12.07		
	post Event																						