

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



<b>Role Title:</b>	Cycling Events Delivery Manager
<b>Contract Type:</b>	Fixed Term with potential to extend
<b>Contract Term:</b>	205 Hours from April to end July 2026
<b>Reporting To:</b>	Cycling Development Manager
<b>Working Pattern:</b>	Primarily weekends and weekday evenings
<b>Location:</b>	Hybrid between CycloPark Charity, Gravesend and some home-based hours
<b>Remuneration:</b>	£17.50 per hour

**Apply by emailing:** [luke.anderson@cyclopark.com](mailto:luke.anderson@cyclopark.com)  
**Applications close:** **15 March 2026**  
**Interviews:** Week commencing **16 March 2026**  
**Start Date:** Week commencing **1 April 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 cycling event 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. Training on British Cycling online race systems, race timing and results and event operations will be provided if required.

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 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

