

Job Description: Off-Road Cycling Development Officer

Employment Type: 2 year Fixed Term Contract, 3 days a week with option of full time for the right candidate

What is the role we are recruiting for?

We are looking for an Off-Road Cycling Development Officer to increase the number and diversity of people who are able to access and benefit from the Herne Hill Velodrome (HHV) Off-Road Trails, and assist in the sustainable development of HHV's Off-Road Trails.

You will report to: Cycling Development Manager

What would your responsibilities be?

- Deliver off-road cycling sessions (Cyclocross & MTB) and programmes to a high standard for cyclists of all ages and abilities.
- Consulting with key groups to identify barriers to participation and how they can be overcome.
- Engaging target groups and being a point of contact. Responding to email enquiries related to off-road cycling in a timely manner.
- Look after our fleet of off-road bikes (Specialized MTBs, plus a handful of CX bikes), ensuring they are regularly maintained and kept in working order by flagging them for repairs when needed, and ensuring that those using the bikes clean them thoroughly after each ride.
- Assist in developing the trails with a combination of volunteer co-ordination at our popular dig days, as well as working in a team to utilise funding to work with contractors to renovate and create MTB skills areas.
- Building relationships with local schools, community groups, sports and cycling clubs to devise workable, effective and engaging programmes of activity, both on and off site.
- Implement dedicated pathways for BAME youngsters, people from less advantaged socioeconomic groups and women.
- Provide increased support and follow-up to increase the number of repeat/regular users and help riders from all backgrounds to engage more deeply with cycling

How would you contribute to Herne Hill Velodrome's success?

The Herne Hill Velodrome Trust's primary goal is to promote cycling to a wide community of potential users regardless of peoples' backgrounds and abilities. Supporting Off-Road cycling opportunities to a diverse group of riders, and developing the trails themselves is a key part of what we're aiming to achieve. You would help us to reach more potential users and help grow participation from a young age, which in turn helps secure long term demand for the velodrome and a strong supportive community. By increasing the diversity of users you'd benefit those who may otherwise miss out, and enrich the lives of existing users.

What skills, strengths, experience, and attributes would be desirable for the role?

- Be genuinely passionate about getting all kinds of people engaged with off-road cycling and increasing their opportunities to ride and race.
- Be personable and a good communicator, able to build productive and lasting relationships with schools, community groups, riders and parents
- Be organised and efficient, able to plan, implement and deliver programmes of activity, whilst effectively organising the information and data informing them
- Be able to reflect on your practice, continuously developing your role and its purpose
- Have a creative approach to the potential use of the outfield area to generate ideas, whilst also being able to work collaboratively with all stakeholders and funders to continuously improve the site.
- Be aware of environmental factors (eg nesting season May-October) that affect the trails, and plan appropriate activities accordingly.
- Be able to collaborate with other staff members, trustees and key stakeholders to help HHV deliver its wider goals
- Be able to work flexibly, in terms of approach, location, hours, including weekends, evenings, bank holidays
- Have a keen interest in off-road cycling and an awareness of how the sport is structured, from grassroots to elite level
- If not qualified already, be willing (and keen) to gain your British Cycling L1 and L2 Coaching qualifications (MTB, Cyclocross, Track) as soon as possible
- Be DBS checked and First Aid qualified before undertaking the role
- Experience working with children in previous jobs or volunteer roles

- Be willing and able to work 22.5-37.5 hours a week as agreed at the Velodrome, including regular weekend and evening work as required and agreed with line manager
- Good practical understanding of Google IT product suite or Microsoft office

Why join us?

- Salary: £23,500 - 28,500 per annum pro rata
- Company Pension
- 33 days holiday (excluding bank holidays)
- Professional development and funding for new qualifications
- Free access to cycling sessions

But more importantly the chance to:

- Work at a special venue close to many people's hearts as a key part of the community
- Make a difference to the sport and see first hand the difference you make
- Develop your skills and knowledge and be given autonomy and responsibility

What is Herne Hill Velodrome like as a place to work?

We are a small close team, well supported by a large community of volunteers. We work collaboratively, aiming to be innovative and creative, taking ownership over our work. We expect you to be committed to helping the Velodrome achieve its aims; working hard and reflecting on your work. You can expect a passionate, open and energetic work environment. We will value your ideas and opinions, empower you to make a difference, understand your goals and motivation and recognise and reward good performance.

