

Job Description: Womens 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 a Women's Cycling Development Officer to increase the number and diversity of women who are able to access and benefit from Herne Hill Velodrome (HHV). You will report to: Cycling Development Manager

What would your responsibilities be?

We're looking for someone with a diverse set of skills and encourage applications from anyone who thinks they have the potential to succeed in the role, whether or not they currently have coaching experience or qualifications. We are looking for someone who is proactive and able to solve problems on the go and who can be compassionate, curious, and willing to challenge themselves in developing their skillset as the role grows.

- Planning and delivering cycling sessions and programmes to a high standard across track, road and cyclocross, with particular focus towards female cyclists, young riders and cycling clubs
- Contribute to sustaining and growing a strong and supportive community
- Consulting with key groups to identify barriers to participation and how they can be overcome, and overseeing any outreach programmes put in place.
- Engaging target groups and being a point of contact. Responding to email enquiries related to women's cycling in a timely manner
- Building relationships with local community groups, sports and cycling clubs to devise workable, effective and engaging programmes of activity
- Provide increased support and follow-up to increase the number of repeat/regular users and help women from all backgrounds to engage more deeply with cycling
- Write and oversee a consistent output of communications with our audience through various channels including social media, a monthly newsletter, and any other methods that are relevant.
- Oversee and develop established pathways for adult women to try bike racing for the first time.
- Work alongside our Events Manager to plan and deliver our popular summer Women's League race series and various tasks/roles needed to help out with other race events promoted by HHV

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. You would help us to reach

more potential users and help grow participation, 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 women and girls engaged with cycling and increasing their opportunities to ride and race
- Be personable and a good communicator, able to build productive and lasting relationships with community groups, riders and clubs
- 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
- 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 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 (Track, MTB, Road) as soon as possible
- Be DBS checked and First Aid qualified before undertaking the role
- Experience working with sports clubs or community groups in previous jobs or volunteer roles
- Good practical understanding of Google IT product suite or Microsoft office

Why join us?

- Salary: £26.5 - £31.5K per annum pro rata
- Company Pension
- 33 days holiday pro rata (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.