



Cycling Ireland Seeks an Event Coordinator

Cycling Ireland (CI) is the National Governing Body for cycling across the island of Ireland. Our Head Office is based on the Sport Ireland Campus, Blanchardstown, Dublin 15. For further information, please see our website at www.cyclingireland.ie.

Role

Cycling Ireland is seeking an experienced and dynamic Event Coordinator to oversee the delivery of a range of national and international cycling events. The successful candidate will have proven experience in event management and will oversee the delivery of event specific aspects of CI's 2020-2024 Strategic Plan.

Key Responsibilities

- Develop an annual calendar of competitive and leisure events to cater for participation across a variety of disciplines and categories.
- Plan, organise and execute a range of cycling events including National Championships and National Series across all disciplines. Provide support to clubs and promotions groups and assist with the delivery of quality events.
- Oversee the process for bidding and hosting of major events including National Championships and National Series.
- Lead the planning and execution of major events including Great Dublin Bike Ride, UCI Cyclo-cross World Cup Dublin and Dublin Track International.
- Develop and enhance the functionality of the event registration and management system.
- Work to continually enhance the safety and quality of events through training of event promoters and safety officers, development of hosting guides and assessment of traffic management and safety plans.
- Oversee volunteer recruitment and management, ensuring that events have sufficient numbers of trained and motivated volunteers. Expand the Accredited Marshall Scheme.
- Streamline and enhance the event application and permitting process from date approval through to submission and approval of risk assessments.
- Undertake additional administrative tasks related to the role including championship jersey and medal logistics, event branding, awards event coordination, indemnity certs, general event queries and system updates.
- In conjunction with members of the Senior Leadership Team, develop and manage a clear and transparent event grant application process.

General Responsibilities

- Act as an ambassador for CI and represent the organisation professionally.



- Work closely with other CI staff to ensure alignment of objectives and activity with other CI departments.
- Have a presence in the wider sporting community to bring best practice and innovations back to benefit the events unit.
- Provide recommendations to further the development and promotion of cycling events and disciplines.

Essential Skills and Experience

- Relevant third level qualification in event management, sports management or related areas; or equivalent significant workplace experience.
- Proven experience in event management, preferably experience of successfully delivering mass participation events.
- A strong understanding of event planning, logistics and budgeting.
- Excellent organisations skills, with the ability to manage multiple projects simultaneously.
- Experience with event registration software and data management
- Experience in managing a small staff and/or volunteer team.
- Be eligible and willing to work in Ireland on a full-time basis.
- Full unrestricted drivers' licence
- Knowledge of the sport of cycling across various disciplines is desirable.

Personal Qualities

- Strong interpersonal skills, with the ability to build and maintain relationships with stakeholders and partners, including volunteers.
- Well-developed conflict resolution and problem-solving skills.
- Team player and ability to work on own initiative as well as in a small, dedicated staff team.

Remuneration and Location

- Package: The package will be commensurate with qualifications and experience, reflective of the not for profit/sports sector.
- Hours per week: (Full-time) – 39 hours. This position will require flexibility to work outside normal business hours, including weekends and evenings.
- Physical Location: Cycling Ireland Head Office, The Clockhouse Sport Ireland Campus, Blanchardstown, Dublin 15 (Flexible working arrangements are available. Travel to events will be a requirement of the role):

Appointment will be made subject to satisfactory:

- Garda/Access NI Vetting or equivalent appropriate working with children checks in country of origin



- Reference Checking Procedures

How to apply:

All applications to include CV and cover letter must be sent to myra.mcglynn@cyclingleireland.ie on or before COB April 16, 2023.

Cycling Ireland is an equal opportunity employer, celebrating diversity and championing inclusivity. If you require any reasonable accommodations to assist you in participating in the employee selection process, please simply let us know. We heartily encourage all interested parties to apply.