



## **Cycling Ireland Seeks an Events Officer**

Cycling Ireland (CI) is the National Governing Body for Cycling in 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](http://www.cyclingireland.ie)

### **Role**

The successful candidate will work within the Events Department to deliver upon event specific aspects of the organizations 2025-2029 Strategic Plan. Key aspects include supporting the delivery of events across all cycling disciplines and developing an accessible event programme that accommodates all cyclists regardless of age or ability. The events officer will be responsible for ensuring the successful delivery of the National Championships, National Series and other major competitive and leisure cycling events, providing support to our network of event promoters.

### **Reporting Structure**

The Events Officer will report to the Events Coordinator. The successful candidate will be required to work closely with staff, volunteers and other stakeholders in delivering Cycling Ireland's events programme.

### **Key Responsibilities**

- Ensure the successful delivery of Cycling Ireland National Championship and major events.
- Provide project management support for the UCI Cyclo-cross World Cup, Dublin Track Cycling International and other major competitive and non-competitive events.
- Assist in coordinating the annual calendar of competitive and non-competitive events to cater for participation across a variety of disciplines and categories.
- Work to continually enhance the safety and quality of events – event organiser training safeguard officer support and organiser guides.
- Review and provide feedback on risk assessment, event and traffic management plans.
- Provide reports, insights and monitoring data as required.
- Undertake additional administrative tasks related to the role including event operation logistics, equipment and branding and general queries through our event management systems.
- Continually monitor and seek to enhance the function of the events registration and permit management.
- Management of the grading system and processing of race results.
- Work with the administration team to ensure event promoter details and data is obtained in a timely manner and accurately displayed.
- Work effectively across departments; particularly with the Membership and Operations Department.
- Liaise and work effectively with councils, police, authorities, suppliers, volunteers and relevant event stakeholders.



### **General Responsibilities**

- Act as an ambassador for Cycling Ireland and represent the organisation professionally.
- Manage own workload and report on outputs.
- Work closely with other CI staff to ensure alignment of objectives and activity with other CI departments.
- Undertake personal CPD, both formal and informal, to maintain and develop professional skills and knowledge.
- Develop and enhance transfer of “best practice” through effective communication channels, both internally and externally.
- Have a presence in the wider sporting community to bring the best practice and innovations back to benefit the events unit.

### **Essential Requirements**

- Be eligible and willing to work in Ireland on a full-time basis.
- Excellent command of English language both spoken and written.
- Full unrestricted drivers’ license and clean driving record.

### **Essential Skills and Experience**

- Significant experience in a similar or comparable role/s.
- Relevant third level qualification in event management, sports management, or related areas; or equivalent significant workplace experience.
- Strong knowledge and experience of cycling; and experience or management of large-scale or mass participation events.
- Excellent IT skills.
- Experience of working with volunteers.

### **Personal Qualities**

- A can-do attitude and ability to manage numerous projects at once.
- Creative thinker with strong administrative skills and attention to detail.
- Flexible and adaptable attitude with a proven ability to work under pressure.
- Well-developed conflict resolution and problem-solving skills.
- Strong work ethic and ability to work in a dynamic environment.
- Team player and ability to work on their own initiative as well as in a small, dedicated staff team.

### **Remuneration and Location**

- Salary Range: Benchmarked against the market and commensurate with experience.
- Hours per week: 39 hours per week (Monday to Friday). Weekend and evening work may be required. This position will require, at times, irregular and unsocial hours and working in line with current policy. As such flexible working arrangements are available.



- Physical Location: Hybrid arrangement, with minimum 2 days in the Cycling Ireland offices.  
Cycling Ireland, Unit 5, Sport HQ 2  
Sport Ireland Campus, Blanchardstown  
Dublin 15, D15 AC8C

**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:**

Please submit your CV and accompanying Cover letter to [myra.mcglynn@cyclingireland.ie](mailto:myra.mcglynn@cyclingireland.ie) on or before 5pm on January 17<sup>th</sup>, 2025.

*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.*