

Position Description

Position Title	Events & Racing Coordinator
Function / Team	National Office/ Events & Racing Team
Employment Type	Full Time, Permanent
Classification	Sport Organisation Award 2020, Grade 4
Reports To	General Manager - Events & Racing
Location	Location flexible within proximity to an AusCycling state office

AusCycling	Formed in 2020, AusCycling is Australia’s peak body representing all disciplines of cycling. Our vision is to make Australia a nation of bike riders, making cycling the largest participation activity and Olympic sport in Australia, through delivery of a diverse range of benefits for all riders across the nation.
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Team Purpose	The Events Delivery team has responsibility for the strategic planning, coordination, management and delivery of AusCycling events. In collaboration with the State and Territory Office staff, the team coordinates an overall program that aims to achieve key organisational objectives, contributing to an exceptional experience and services to members.
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Position Purpose	<p>As a member of the Events & Racing team, the Events & Racing Coordinator is responsible for the administration requirements to plan and deliver AusCycling events and support event organisers in their delivery.</p> <p>Encompassing events across all cycling disciplines, a primary focus of the role is to support events to meet the objectives of AusCycling.</p>
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Responsibilities	<p>The following responsibilities are indicative requirements of the role, and are not intended to represent an exhaustive list of all requirements.</p> <p>Working under general supervision:</p> <ol style="list-style-type: none"> 1. Role model AusCycling organisational values, demonstrating a high standard of behaviour, including respect for, and collaboration with others at all times. 2. Adhere to, uphold and promote the principles of AusCycling policies and operating procedures. 3. Support the planning and coordination of events as assigned. 4. Coordinate and administer event sanctioning, including coordination of state/territory, national and international race calendars in collaboration with AusCycling state offices. 5. Attend delegated events as required, and play a lead role in the event management team. 6. Liaise with key event delivery partners including clubs, organisers, sponsors, suppliers and contractors.
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	<p>7. Other duties as directed to support the overall success of AusCycling, in support of event planning and management, and as a member of the AusCycling Team.</p>
<p>Key Performance Indicators</p>	<ul style="list-style-type: none"> • Consistently uphold the AusCycling organisational values. • Ability to work autonomously and within a team. • Demonstrate a whole of organisation view, and positively represent and promote the interests of AusCycling amongst colleagues, stakeholders and members. • Effectively balance a high work volume across competing events, across a variety of stakeholder interests, to deliver assigned activities on time, and within budget. • Ensure all delivery requirements relating to participants, volunteers, spectators, and others in attendance at events are met.
<p>Qualifications</p>	<ul style="list-style-type: none"> • Relevant tertiary qualifications highly desirable (Event Management, Sport Management, Project Management or related field), or a commensurate level of event management experience. • Current CPR and First Aid Certificates.
<p>Skills, Knowledge and Experience</p>	<ul style="list-style-type: none"> • Ability to communicate effectively (verbally and in writing) with a wide range of stakeholders, both internally and externally, in a professional and ethical manner. • Experience/knowledge in cycling specific event delivery/coordination is desirable • Past proven experience working with stakeholders, event workforce, contractors and suppliers in event environments. • Excellent time management, organisation and planning skills, with an ability to manage complex tasks, challenging projects and competing deadlines concurrently. • Proven ability to work as part of a team. • Excellent computer literacy and administrative skills. • Excellent record keeping, documentation, and report writing skills. • Sound understanding and experience implementing work health and safety, and risk management practices. • Knowledge of the sport of cycling, and an understanding of contemporary issues and opportunities for the Australian sports sector.
<p>Key Behaviours</p>	<ul style="list-style-type: none"> • A can-do attitude, and natural ability to bring enthusiasm and positive energy to the team. • Friendly, approachable, patient and professional manner. • Open to change, sees the opportunity presented by new ideas, flexible and accommodating in approach. • Customer/member focussed, able to understand other perspectives and strives to enhance and deliver an outstanding member experience.

	<ul style="list-style-type: none"> • Identifies and suggests new and innovative approaches and ideas with confidence, in a considered and respectful manner. • Takes responsibility for own actions, exercises initiative and is proactive in solving problems to see issues through. • A team player, works effectively with others, collaborates and shares information to build collective knowledge. • Is inclusive in approach, and shows respect for all others at all times. • Committed to continuous improvement, and the organisational development of AusCycling.
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Notes	<p><i>This role requires the incumbent to hold and maintain a Working With Children Clearance, along with a drivers licence. Due to the timing of AusCycling events, this role also requires flexibility in work hours including being available to work weekends, public holidays and out of hours' work as necessary (to support events).</i></p>
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AusCycling values and strives to deliver an inclusive and diverse workforce, representative of the communities we work within. We welcome and encourage applications from all people who have an interest to work with us, and who can make a positive and new contribution to our team.

