



Pedal Party Event Organiser Role Profile

Event Organisers are doers. They are passionate about making a difference, supporting others, and ensuring our Pedal Party events are delivered in a safe, and fun, environment.

Anyone can become a Pedal Party Event Organiser. You don't need any prior experience. You don't even need to ride a bike! British Cycling provides the necessary training and support so you can grow into being a great Event Organiser.

Your role as an Event Organiser can be part of a team of Event Organisers, collectively sharing the responsibilities and event organisation. You will also ensure regular Pedal Party volunteers can perform their roles on the day.

We do not expect you to commit to attending every event but ensure there is at least one Event Organiser at every event.

As an Event Organiser we ask that you take responsibility for:

- Completing all event training prior to delivering Pedal Party events
- Work in cooperation with a team of Event Organisers, organising and delivering Pedal Party events and attending as many events as reasonably possible
- Take overall responsibility of event delivery, creating a safe, fun and inclusive event for all
- Co-ordinate volunteers to support the delivery of the events
- Complete a post event handover
- Complete a post event equipment audit
- Oversee volunteer check in at events
- Make sensible, informed decisions to resolve any issues or challenges that may arise
- Ensure all events are compliant to British Cycling policies and procedures, including risk assessing, GDPR, safeguarding and incident reporting
- Ensure event equipment is maintained, reporting any faults
- Complete necessary post-event admin, reporting to British Cycling event feedback and statistics

What British Cycling expects from Event Organisers:

- Support British Cycling in its organisational purpose to lead our sport, inspire our communities
- Endeavour to create a positive experience for those around you, including participants and volunteers
- Represent British Cycling in a well-mannered fashion, aligning with the aims and values of the programme and organisation
- Treat all others with respect and dignity in line with British Cycling's Code of Conduct
- Escalate any issues with British Cycling through the appropriate channels

What you should expect from British Cycling:

- Treat you with respect
- Create a positive and inclusive culture that enables you to perform your role to the best of your ability
- Support you throughout your journey as a Pedal Party Event Organiser

- Provide the necessary training and support so you can organise and deliver Pedal Party events
- Provide the necessary documentation and guidance to fulfil your role
- Highlight opportunities to develop your skills and gain further experience



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