



JOB DESCRIPTION AND PERSON SPECIFICATION



UK Trails Project Manager Role

- CONTRACT TYPE:** Fixed term contract till end of September 2026 (further funding will actively be sought to continue the role). This project is funded by SRAM and will be supported by a project steering group.
- SALARY:** £33-37k per annum dependant on experience
- REPORTING TO:** Head of Developing Mountain Biking in Scotland (DMBinS)
- LINE MANAGED BY:** Head of Developing Mountain Biking in Scotland (DMBinS)
- LOCATION:** Work will take place across the UK. The role will have a balance of working from home, travel/meetings across the UK, and will have access to office space within MTBCOS, Peel Tower @ Glentress.
- HOURS OF WORK:** 37.5 hours per week

Introduction to the UK Trails Project

This is a new project, supported by an initial 3 year post, developed to support land managers/owners, the cycling governing bodies, and the mountain bike community to share knowledge, increase collaboration, promote responsible mountain biking, and discuss the issues and the opportunities to improve the sustainability of the mountain bike trail network across the UK.

Scottish Cycling, through Developing Mountain Biking in Scotland (DMBinS), will manage the post, and project, and will be supported by a steering group including British Cycling, Cycling Ireland, Welsh Cycling, Forestry and Land Scotland, Forestry England, Outdoor Recreation Northern Ireland, and Natural Resources Wales, along with the project funders, SRAM.

The first step of the project will be to develop a UK wide 'Right trail, right place, right people, right time' report which will help audit the current number and position of trail groups and associations in each country and a deeper understanding of the opportunities to improve the management of the trail network.

PROJECT LEAD



PROJECT FUNDER



STEERING GROUP
MEMBERS

BRITISH CYCLING | CYCLING IRELAND | FORESTRY ENGLAND | FORESTRY AND LAND SCOTLAND | NATURAL RESOURCES WALES | OUTDOOR RECREATION NORTHERN IRELAND | SCOTTISH CYCLING | WELSH CYCLING

The report will also detail the pressures in supporting the trail network, particularly, for land managers/owners.

It is anticipated that following this report, the projects focus, objectives, target audiences, KPI's, and messaging will vary depending on each nation's needs and current situation.

There is, however, forecasted to be areas where there will be commonality across all nations with objectives to help grow resources through increased engagement with the MTB industry, public sector, governing bodies, and land managers. It is also likely to help develop the competencies of the MTB community to improve the sustainable management of mountain bike trails.

By providing a 'middle ground' between the MTB community, including trails associations and groups, and land manager/owners it is likely that there becomes an improved understanding of the needs/wishes of the MTB community and the liabilities, other land management obligations, and the resource challenges faced by land managers/owners.

The project will help communicate responsible mountain biking messages to riders. This is likely to include continued messages around sharing the outdoors alongside sustainable mountain bike trail planning and building.

Introduction to Scottish Cycling, Developing Mountain Biking in Scotland, and project funders, SRAM.

Scottish Cycling is the national governing body for cycling in Scotland and works in conjunction with British and Welsh Cycling, together we are the governing bodies of the sport of cycling across the UK.

The head office is based at the Sir Chris Hoy Velodrome in Glasgow and has a regional office at the Mountain Bike Centre of Scotland, Glentworth.

Scottish Cycling works hard to develop the sport across multiple disciplines and at all levels, from grassroots to the performance development programmes which feed into the Great Britain Cycling Team and Team Scotland for the Commonwealth Games.

We are more than sport however, every day Scottish Cycling's staff engage with our club network to help them grow, to develop coaching, education, and volunteer opportunities, to facilitate a calendar of events throughout Scotland and to help groups and individuals become engaged with the world of cycling.

Part of our organisation is Developing Mountain Biking in Scotland (DMBinS) which is responsible for overseeing the [national mountain bike strategy for Scotland](#).

The MTB Strategy has a vision for Scotland to be recognised as the leader in European mountain biking - through innovation in product development, tourism, participation and sport and sustainable trail development and management.

The MTB strategy has key themes which explain the need for a world class trail network, making Scotland an international destination of choice, a leader in MTB innovation, tackling Scotland's issues of health and wellbeing, and Scots achieving on the World Stage through the sport of mountain biking.

DMBinS has key partnerships with a range of organisations nationally through the MTB Consortium whose members include: NatureScot, Visit Scotland, Scottish Land & Estates and Forestry and Land Scotland.

SRAM are passionate about cycling. They have been impressed with the work of DMBinS over several years, and are delighted to play their part in helping improve the long-term sustainability of trails, and trail access, across the UK.

They believe that this project can sensitively and strategically work with mountain bikers and a range of partners to support the trail network across the UK, ultimately leading to a secure future for our trail network – the most valuable resource in mountain biking. SRAM’s funding has secured the post for 3 years and they are committed to supporting the project secure long term funding from other cycling brands and public agencies.

PROJECT LEAD



Developing
Mountain Biking
in Scotland

PROJECT FUNDER



STEERING GROUP
MEMBERS

BRITISH CYCLING | CYCLING IRELAND | FORESTRY ENGLAND | FORESTRY AND LAND SCOTLAND | NATURAL RESOURCES WALES | OUTDOOR RECREATION NORTHERN IRELAND | SCOTTISH CYCLING | WELSH CYCLING

Main Purpose of the Job:

This is a new project, supported by an initial 3 year post, developed to support land managers/owners, the cycling governing bodies, and the mountain bike community to share knowledge, increase collaboration, promote responsible mountain biking, and discuss the issues and the opportunities to improve the environmental, financial, and social sustainability of the mountain bike trail network across the UK.

Scottish Cycling, through Developing Mountain Biking in Scotland (DMBinS), will manage the post, and project, and will be supported by a steering group including British Cycling, Cycling Ireland, Welsh Cycling, Forestry and Land Scotland, Forestry England, Outdoor Recreation Northern Ireland, and Natural Resources Wales, along with the project funders, SRAM.

Key Duties and Responsibilities:

Working in partnership with steering group members, the post holder will be responsible for developing a 'Right Trail, Right Place, Right People, Right Time' report which will help audit the current number and position of trail groups and associations in each country and a deeper understanding of the opportunities to improve the management of the trail network. The report will also detail the pressures in supporting the trail network, particularly, for land managers/owners.

It is anticipated that following this report, the projects focus, objectives, target audiences, KPI's, and messaging will vary depending on each nations needs and current situation. The role will aim to share knowledge, develop the competencies of the MTB community, governing bodies, and land managers/owners and help develop the resources within each nation to improve the sustainable management of mountain bike trails.

- Improve home nation collaboration and coordination through effective project management and excellent communication.
- Work with a range of partners, including trails associations, local clubs/groups, and other interested parties to help more riders to be actively involved in sustainable trail planning, trail advocacy and trail development, management and maintenance.
- Help communication and learning in land management and spread knowledge into how mountain biking, at all levels, can (or cannot) be effectively integrated into land management plans.
- Support a range of partners to develop mountain bike and off-road cycling facilities to help encourage a broader diversity in participation in the sport.
- Greater sharing of knowledge / experience / best practice to mountain bike community, land managers/owners, and across the governing bodies.
- Work with partners to share knowledge, case studies and (where appropriate) support the mountain bike community to be involved in trail maintenance to increase the environmental, financial, and social sustainability of investments into the mountain bike trail network.
- Through effective communication, research, and working with a range of stakeholders, improve the confidence amongst landowners to engage positively with MTB.

PROJECT LEAD



PROJECT FUNDER



STEERING GROUP
MEMBERS

BRITISH CYCLING | CYCLING IRELAND | FORESTRY ENGLAND | FORESTRY AND LAND SCOTLAND | NATURAL RESOURCES WALES | OUTDOOR RECREATION NORTHERN IRELAND | SCOTTISH CYCLING | WELSH CYCLING

Key annual metrics of the role will be expanded upon when the post-holder is in situ, and will likely include:

- Run workshops across the UK to bring together mountain bikers and land managers/owners.
- Create a UK wide forum for disseminating knowledge and exchange of ideas.
- Support new trails associations (TAs) or similar groups to be constituted groups and develop agreements with land managers/owners.
- Provide support to existing TAs with a high level of satisfaction.

Other

- Any other duties commensurate with the grade and level of responsibility of this post, as directed by the Head of DMBinS, or in their absence, the Senior Management Team or Chief Executive of Scottish Cycling.

Professional Development

- Follow an agreed programme of professional development in order to deliver business priorities and keep practices current.

The above job description will be subject to annual review and reflects the needs of the Scottish Mountain Bike Strategy 2019-2025, Scottish Cycling Strategic Plan 2019-23, the **sportscotland** Corporate Plan, and the needs and demands of steering group members.

The post will require a level of home working alongside a flexible approach which will be required to manage the demands of the job. The post-holder will have access to the DMBinS office space at Peel Tower, Glentress.

Recruitment Timescales:

- Closing date for applications: 12noon Wednesday 16th August 2023
- Interviews: Wednesday 30th August 2023
- Start date: From 1st October 2023

PROJECT LEAD



PROJECT FUNDER



STEERING GROUP
MEMBERS

BRITISH CYCLING | CYCLING IRELAND | FORESTRY ENGLAND | FORESTRY AND LAND SCOTLAND | NATURAL RESOURCES WALES | OUTDOOR RECREATION NORTHERN IRELAND | SCOTTISH CYCLING | WELSH CYCLING

UK Mountain Bike Trails Project Manager Role Person Specification

Competency	Essential	Desirable
Educational, Technical and Professional Qualifications	- HND or equivalent qualification; experience in land management, tourism or sport development industry. - Outdoor first aid qualified or willing to work towards ASAP. - DIRT Volunteer Trail Dig Leader training or willing to work towards ASAP.	- A degree or similar professional qualification.
Experience	- Substantial experience of working in a partnership role ideally in the outdoor/adventure tourism and/or sport development sectors. - Strong track record of managing and delivering projects involving multiple partners. - Developing and delivering communication strategies which deliver key messages to a range of audiences. - Experience summarising information and presenting at stakeholder meetings. - Experience of managing budgets & knowledge of project funding sources.	- Experience of trail building and maintenance work using hand tools. - Experience of working in the mountain biking industry. - Experience of working with private, public and third sector organisations. - Mountain bike, or other outdoor activity, trail planning experience. - Experience of applying for external funding.

		- Managing external consultants to deliver high quality outputs. - Experience of facilitating stakeholders in workshop scenarios. - Business and product development experience.
Skills/Aptitudes/Competencies/Knowledge	- Highly developed interpersonal skills and the ability to build positive working relationships with people at all levels and in all sectors. - Communicating complex ideas, issues, and opportunities to a range of stakeholders. - Demonstrable knowledge of current and future MTB market opportunities and a general awareness of trends in trail development. - Ability to deliver presentations using multimedia techniques. - An understanding of what makes a great mountain biking destination. - Ability to influence and motivate others and to negotiate for desired outcomes. - Ability to think creatively and strategically to maximise impact. - Strong business acumen and political awareness. - Excellent IT skills using MS Office applications. - Ability to facilitate workshops.	- Web based content management systems and customer databases. - Knowledge of mountain bike trails and trail building practices. - Experience of using social media and marketing tools for the promotion of products or services.

	- Ability to organise and prioritise a varied workload. - Ability to work under pressure and to tight deadlines. - Excellent communication skills. - Excellent presentation skills at meetings, seminars and events.	
Personal Qualities	- A professional and friendly manner. - Enthusiastic, energetic, hardworking and reliable. - Confident with the ability to use initiative and able to work with a minimum of supervision. - Flexible approach to working.	
Other	- Flexible approach to work, work locations and willingness to travel and on occasions to work unsociable hours. - Knowledge of landownership and access rights and responsibilities and how they differ across the UK.	- Established network of contacts in the mountain bike industry. - Knowledge of the UK mountain bike scene and its strengths and weaknesses.