



Position Description

Position Title:	Event Manager
Location:	105 Cambridge St, West Leederville
Manager:	General Manager Operations
Direct Reports:	Nil
Position Status:	Full Time - Maternity Leave Contract - initial contract period until 30 th June 2021
Applications Close:	5:00pm Friday 13 th November 2020
Application Details:	To apply please email a cover letter (maximum one page) outlining why you are perfect for the role and a copy of your resume. Email: careers@westcycle.org.au Please ensure you clearly state the role you are applying for in the Subject Line of the email.

About WestCycle

WestCycle is Western Australia's Peak Body for Cycling and representative voice for all bike riders. Our dedicated team strives to develop, promote and enact positive change state-wide. Together, we can improve bike riding for all Western Australians.

WestCycle is passionate about building on the recent momentum in bike riding through record spending on infrastructure and growth in participation during Covid-19.

We are guided by the high-level objectives contained within Our Bike Path - A Strategic Framework for Cycling in Western Australia with our core 5 priority areas being:

1. Grow a Cycling Culture
2. Create Bike Friendly Communities
3. Build the Capability of our Community
4. Strengthen our Sporting Pathway
5. Develop a Cycling Economy

For specific questions relating to this position please contact:

Angelina Fong Lim
Event Manager

Angelina.Fonglim@westcycle.org.au

Position Overview

The Event Manager role is responsible for the planning, delivery and post event management of all events run by WestCycle.

Key Responsibilities

- **Finance**
 - Manage all aspects of grants with State Government, Local Government or other funding bodies including applying; tracking and acquittal.
 - Develop and manage budgets for all WestCycle run events, accounting for all expenditure on events within budgets
 - Working with the relevant General Managers ensure that events are meeting all business financial targets
 - Contractor invoice reconciliation and processing
- **Event Management**
 - Oversee the running of all WestCycle run events across all business units
 - Execute sponsorship agreement deliverables
 - Create and manage event documentation such as event management plans, risk management plans and emergency management plans
 - Manage a timeline for all key WestCycle events
 - Set up event registration systems through to the development of start lists
 - Management of all event assets, collateral and systems
 - Coordinate marketing plans with the marketing team
 - Manage all event supplier briefings such as photographers and other casual staff
- **Event Logistics and Delivery**
 - Manage all 3rd party event logistic providers and contractors to ensure event delivery
 - Manage all aspects of Traffic Management Plans for WestCycle run events.
 - Manage all required approvals for events including Council; Local Police and State Police (Traffic) and Main Roads
 - Prepare rider guides as required
 - Timing - coordinate the transponders (keeping check of any missing, invoicing if any missing, coordinate club hire)
 - Manage all volunteer requirements of WestCycle events
 - Manage the on day event coordination of all WestCycle run events
- **Calendar**
 - Work with all relevant Advisory Groups, Member Organisations, Private Promoters and Affiliated Clubs to develop a comprehensive event calendar for cycling.
 - Finalise following year event calendar by no later than October each year
 - Working with the Operations team ensure that the WestCycle online event calendar and Facebook page is up to date and accurate at all times
- **Event Management Committee**
 - Manage the event sanctioning process
 - Coordinate documents for event sanctioning, facilitate the meetings and provide the required sanctioning documents:
 - Sanctioning application
 - Risk Management Plans
 - Event Management Plans
 - Road suspension applications

- Local authority approvals
- **Post Event**
 - Results
 - Coordinate and publish (with marketing)
 - Compile and publish points tables as required
 - Event debriefs
 - Manage Rider surveys - compile/share results

Selection Criteria

- Show impeccable ability to demonstrate the ten characteristics that require zero talent:
 - Being on time
 - Making an effort
 - Being high energy
 - Having a positive attitude
 - Being passionate
 - Using good body language
 - Being coachable
 - Doing a little extra
 - Being prepared
 - Having a strong work ethic
- A willingness to go above and beyond the core responsibilities of the role to ensure WestCycle is successful and the entire team is supported
- Strong and demonstrated experience in all aspects of event management
- Strong computer literacy skills
- Understanding of cycling events, the drivers, issues and opportunities within Western Australia
- Hard worker with excellent time management skills and the ability to manage their own workload
- High-level written communication skills
- Demonstrated high-level interpersonal skills with the ability to build effective relationships with people at all levels
- Ability to work within a team environment
- Ability to manage competing priorities from multiple people and negotiate deliverables based on capacity.
- Eagerness to get involved in all aspects of cycling and do whatever is required to get a job done successfully.