



JOB DESCRIPTION AND PERSON SPECIFICATION



Scottish Borders Mountain Bike Regional Development Co-ordinator

- CONTRACT TYPE:** Fixed term contract till end of June 2022 (further funding will actively be sought to continue the role) This project is funded by the UK Government through the UK Community Renewal Fund.
- SALARY:** £30-32k 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:** Based in Scottish Borders – expected to work from home and at MTBCOS, Peel Tower @ Glentress
- HOURS OF WORK:** 37.5 hours per week

Introduction

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, Glentress.

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.

We have a department of the organisation, 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.

Main Purpose of the Job:

The Scottish Borders is one of the leading mountain biking destinations in the UK. By supporting the continued growth and development of mountain biking we will help deliver greater impacts through developing the skills agenda, support innovation in small businesses and invest in local communities to sustainably develop the economic contribution that mountain biking makes across the Borders.

In the next 3 years the Scottish Borders will host international events and deliver three multi-million-pound mountain bike capital projects – The Borderlands MTB Project, a refresh of the 7Stanes and the Glentress Masterplan. This role will help ensure the Scottish Borders maximises the skills development and business opportunities that mountain biking brings. It will also liaise closely with another new post to ensure that mountain bike grows at a community level within the Tweed Valley to capitalise fully on these upcoming opportunities.

Key Duties and Responsibilities

Through effective community and business engagement and trail development mountain biking has the potential to continue to sustainably help grow the economy and improve the lifestyle of the Tweed Valley and across the Scottish Borders. In implementing the agreed MTB Action Plan, the successful candidate will be responsible for delivering the following list of priority projects namely:

Investment in skills

- Recruit and manage an external consultant and develop a feasibility study with local college (Borders College), high schools and Edinburgh Napier University to improve the MTB skills agenda. The study will focus on the development of courses in coaching, guiding, bike mechanics and innovative trail building courses leading to increased opportunities to enter the job market for skilled local people to enter the workplace. This skill development remit is also important to laying the groundwork to deliver the objectives of the Mountain Bike Innovation Centre (MTBIC) and Adventure Bike Park proposed through the recently announced capital investment from the Borderlands Inclusive Growth Deal.

Investment for local business

- Assist, through a knowledge of the bike industry and MTB tourism market, Scotland's national centre for mountain biking innovation and excellence, Mountain Bike Centre of Scotland (hosted by Edinburgh Napier University), to identify companies involved in, or able to diversify, into biking across the Scottish Borders to create a cluster of bike businesses in advance of the MTBIC opening.
- Facilitating mountain bike business workshops to grow and to develop new and improved products and tourism services by promoting collaboration and knowledge sharing.
- Support mountain bike tourism businesses to create digital innovation packages. These packages should develop excellence and help create new/innovative MTB tourism products.

- The role will support the development of bike friendly accommodation businesses through bespoke advice and managing a grant scheme for secure bike storage.
- Support the MTBIC project, particularly assisting Edinburgh Napier University and South of Scotland Enterprise, with the relocation of global MTB businesses across the wider Scottish Borders whilst helping to minimise any displacement from local businesses.
- Support, promote and encourage innovation within the events industry.

Investment in communities and place

- Provide support and ensure effective collaboration and joint working with the new role of DMBinS/TVTA Trail Development Officer.
- Support partners to develop a detailed development plan to maximise opportunities from international events and infrastructure improvements.

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.

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 and the **sportscotland** Corporate Plan.

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

Mountain Biking in South of Scotland/Scottish Borders – Co-ordinator Role

Person Specification

Post: DMBinS Scottish Borders MTB Regional Development Co-ordinator

Competency	Essential	Desirable
Educational, Technical and Professional Qualifications	<ul style="list-style-type: none"> - HND or equivalent qualification; experience in the tourism or sport development industry 	<ul style="list-style-type: none"> - A degree or similar professional qualification - Qualification relating to the tourism or sport development industry
Experience	<ul style="list-style-type: none"> - 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 - Managing external consultants to deliver a high quality output - Experience of managing budgets & knowledge of project funding sources 	<ul style="list-style-type: none"> - Experience of working in the mountain biking industry - Experience of working with private, public and third sector organisations. - Destination planning experience. - Experience of applying for external funding - Experience of facilitating stakeholders in workshop scenarios - Business and product development experience
Skills/Aptitudes/Competencies/Knowledge	<ul style="list-style-type: none"> - Highly developed interpersonal skills and the ability to build positive working relationships with people at all levels and in all sectors - Demonstrable knowledge of current and future MTB market opportunities and a general awareness of visitor trends 	<ul style="list-style-type: none"> - Ability to deliver presentations using multimedia techniques - Web based content management systems and customer databases

	<ul style="list-style-type: none"> - 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 - 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 	<ul style="list-style-type: none"> - Knowledge of mountain bike trails and trail building practices. - Experience of using social media and marketing tools for the promotion of products or services.
Personal Qualities	<ul style="list-style-type: none"> - A mature, 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	<ul style="list-style-type: none"> - Current driving licence & access to a car. - Flexible approach to work, work locations and willingness to travel and on occasions to work unsociable hours 	<ul style="list-style-type: none"> - Established network of contacts in the mountain bike industry - Knowledge of the Scottish Borders and its strengths and weaknesses as a mountain bike destination - Knowledge of landownership and access rights issues

		- Experience of supporting businesses or economic development
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Funders:

