



## EVENT ASSISTANTS (FREELANCERS) Job Description

### About Everybody's Cycling

Everybody's Cycling is a charitable Community Benefit Society dedicated to making cycling accessible, inclusive, and enjoyable for people of all ages and abilities. We deliver fun, engaging, and practical cycling events, activities, and programmes across the UK, working with local authorities, schools, charities, health organisations, and corporate clients. Our fleet of unique cycles enables us to deliver inclusive experiences that promote wellbeing, mobility, and active lifestyles.

### Role Overview

We are looking for friendly, reliable freelance event staff to support the delivery of our cycling events and activities across North and West Yorkshire (and occasionally further afield). This is a hands-on, practical role, supporting the Event Coordinator and wider team to ensure events run safely, smoothly, and are enjoyable for all participants.

### KEY RESPONSIBILITIES

#### Event Delivery

- Support the setup and pack-down of event equipment and cycling activities
- Assist with delivering inclusive cycling experiences for a wide range of participants
- Help operate and supervise event activities (e.g. adapted cycles, pedal-powered attractions, guided rides)
- Engage with participants to create a welcoming and positive environment

#### Operational Support

- Assist with transporting, loading and unloading cycles and equipment
- Follow event plans, schedules, and health & safety procedures
- Support on-the-day problem solving and adapt to changing situations

#### Participant & Customer Engagement

- Provide excellent, friendly customer service
- Support participants of different abilities, including beginners and those with additional needs
- Represent Everybody's Cycling in a professional and inclusive way

To apply, please email your CV and a covering letter outlining why you are suitable for this role to [hello@everybodyscycling.org.uk](mailto:hello@everybodyscycling.org.uk)



### **Specialist Roles**

Depending on your experience, you may also:

- Lead guided rides
- Deliver basic cycle maintenance sessions
- Support training or coaching activities
- Help operate specialist cycles (e.g. Circle Cycle)

### **PERSON SPECIFICATION**

#### **Essential**

- Experience supporting events, activities, or working in customer-facing roles
- Positive, friendly, and proactive attitude
- Comfortable working outdoors in all weather conditions
- Willingness to undertake physical tasks (lifting, setting up equipment)
- Flexible and reliable, with availability for weekends and occasional evenings
- Strong communication skills

#### **Desirable**

- Experience delivering events or working in community settings
- Interest in cycling and active travel
- Experience supporting inclusive or disability-focused activities
- Cycle maintenance skills or mechanical knowledge
- Ride leader, First Aid, and/or safeguarding training
- Full UK driving licence

#### **Working Conditions**

- Freelance / self-employed basis
- Ad hoc work depending on event schedule
- Primarily based in North and West Yorkshire, with some travel across the UK
- Flexible working patterns depending on availability
- Occasional overnight stays with expenses covered

#### **Why Join Us?**

- Be part of a friendly and supportive team
- Gain hands-on experience in event delivery
- Work in a role with real community impact
- Develop skills in inclusive cycling and event operations

This is a unique opportunity to play a key role in delivering inclusive, engaging, and meaningful events that make a real difference to people's lives. You'll be part of a passionate, growing organisation committed to making cycling truly accessible for all.