



EVENT COORDINATOR 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 Purpose

The Event Coordinator will be responsible for planning, organising, and delivering high-quality cycling events across the UK. You will ensure events run smoothly from initial enquiry through to post-event evaluation, supporting organisational growth, customer satisfaction, and operational excellence. This is a hands-on and varied role combining logistics, client management, on-site delivery, and administration.

KEY RESPONSIBILITIES

Reporting to the General Manager you will plan, organise, and coordinate a wide range of cycling activities including community and private events, and training sessions.

Event Planning

- Liaise with clients to confirm event requirements, timelines, and expectations
- Manage event logistics such as venue coordination, travel, accommodation, vehicle hire, and equipment transport
- Ensure all documentation (risk assessments, H&S, schedules) is completed and distributed

Event Delivery

- Lead or support on-site delivery of events, ensuring they are safe, engaging, and inclusive
- Set up and dismantle equipment, including cycles and event infrastructure
- Oversee and coordinate team of event staff, and any suppliers
- Problem-solve in real time to ensure seamless delivery

Client & Stakeholder Management

- Act as a key point of contact for clients before, during, and after events
- Build and maintain strong relationships with partners, suppliers, and stakeholders
- Respond to enquiries via phone, email, website, and social media

Administration & Systems

- Maintain accurate records including bookings, schedules, and customer data
- Support invoicing processes, tracking payments and deposits

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



- Use CRM/event management systems to manage bookings and reporting
- Assist in general administrative duties to support business operations

Marketing & Business Development

- Support marketing activity including website updates and content gathering
- Capture event feedback, photos, and testimonials for future promotion
- Contribute ideas to improve event offerings and customer experience
- Support business growth through client retention and identifying new opportunities

Monitoring & Reporting

- Collect and analyse post-event feedback
- Report on event performance, attendance, and client satisfaction
- Support continuous improvement of processes and service delivery

PERSON SPECIFICATION

Essential Skills, Experience & Attributes

You will need to hit the ground running and have at least 2 years' experience in event coordination, event management, or similar role, plus:

- Experience delivering outdoor or community events
- Knowledge of event management or CRM systems
- Experience working in charity, social enterprise, or community settings
- UK driving licence and experience driving a van (or we can offer van driving training)
- Strong organisational and time management skills
- Ability to manage multiple tasks in a fast-paced environment while maintaining exceptional attention to detail
- Excellent communication and interpersonal skills: friendly, reliable, and proactive
- Team player with a flexible approach, problem-solving skills, and calm under pressure
- Passion for inclusion, community engagement, and active lifestyles
- Proficiency in Microsoft Office (Outlook, Word, Excel)
- Cycle maintenance knowledge is desirable but not essential as training will be provided

Working Conditions

- Full-time 40 hours per week, based in West & North Yorkshire with travel across the UK
- Competitive salary based on experience, to start ASAP
- Combination of office-based, remote, and on-site event work
- Flexible working hours, including occasional evenings and weekends
- Role involves driving a van and physical activity (lifting equipment, setting up events)
- Outdoor working in a range of weather conditions
- Enhanced DBS check (we will apply) and satisfactory references required

Why Join Us?

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.