



## **Event Manager Position Description as at 21/4/2020**

### **1. Why Bicycle Network exists**

We believe that physical activity is vital for a happy and healthy life so we make it easier for everyone to ride a bike everyday

### **2. Prime objective of the Event Manager**

Your primary responsibility is to deliver high-quality events that change people's lives. You'll lead project teams and represent our organisation to stakeholders and communities.

### **3. Where the Event Manager fits in**

The Event Manager:

- is a member of the Events Team
- reports directly to General Manager of Events and Operations
- will work closely with other Event Manager, People Operations Manager, Volunteer Coordinator and Marketing Manager.
- is based at Bicycle Network's Melbourne office, however, will be working remotely in Jan 2021

### **4. Responsibilities of the Event Manager**

The key areas of responsibility of this position are:

- create amazing riding experiences
- lead the planning, delivery and post-event wrap up of events
- manage the financial performance of the event
- coordinate all other departments working on the project
- support the work and role of Bicycle Network volunteers on our events
- liaise with stakeholders to support the development, planning and delivery of events
- anything else that comes up (hey we're an adaptable organisation that helps each other, so we can't be constrained by what's on this piece of paper).



## **5. What success looks like**

Your success will be measured by:

- meeting or exceeding budgeted Rider Numbers
- maintaining or improving on Net Promoter Scores
- financial outcome
- team member performance

## **6. The key ingredients**

Here's some things you'll need to have or develop to succeed in this role:

- role modelling Bicycle Network's values and behaviours
- willing to show the way
- flexible and adaptable to all challenges
- work effectively under pressure
- willing to develop and learn from experts, including our volunteers
- willing to 'have the conversation'
- committed and energetic