



JOB DESCRIPTION

PROGRAMMES MANAGER – BLACK UNITY BIKE RIDE

Salary - £35,000. Based remotely and/or potentially in a London office workspace hosted by a BUBR strategic partner.

Black Unity Bike Ride (BUBR) is a charitable initiative that increases ethnic diversity within cycling via a series of wellbeing activations culminating with our flagship annual bike ride across London. The BUBR concept was conceived on 16th July 2020. Just 15 days later, on [Saturday 1st August 2020](#) BUBR was launched which led to a historical European first, where 1,500 Black people aged 8-68 rode a bike through London in solidarity on Black Pound Day.

BUBR is a charitable project owned by New Initiatives Youth & Community Association (Charity Number 1121523) and currently powered by a small team of volunteers. In addition, the project is supported by the BUBR Alliance, which currently consists of 20+ Black-led cycling entities that utilises its collective power, network and influence to bring about positive diversity into the sport.

BUBR has three core values that it operates by: **Unity**, **Empowerment** and **Love**.

BUBR strategic aims are to:

- Inspire and support African and African-Caribbean people achieve their wellness potential.
- Increase the volume of African and African-Caribbean people cycling and connect them into the established cycling community
- Ensure long-term sustainability to grow and service the BUBR community

BUBR welcomes participants from all ethnic backgrounds, however we do actively target those from the African and African-Caribbean communities.

BUBR is supported by a number of strategic partners and supporters including; Sport England, London Marathon Events, Rapha, Trek, Sky, Le Col, Sporting Equals and Science in Sport.

ROLE OUTLINE

Accountability *The post-holder will be accountable to and line managed by the BUBR Founder.*

Duties The job description gives an outline of key duties and is not intended to be an exhaustive list. The post holder may be asked from time to time to take on other responsibilities as reasonably requested by their line manager.

- Lead the operational delivery of all BUBR activations/events including the flagship bike ride.
- Lead the day-to-day operational management of all BUBR stakeholder partnerships
- Manage a small team of volunteers that lead on a variety of workstreams.
- Manage the sign-up registration process for the BUBR annual ride.
- Manage the BUBR content management system
- Identify risks and issues at the earliest opportunity and respond with a solution focused approach
- Convene and lead BUBR team meetings
- Identify and complete all grant funding applications that support the long-term sustainability of BUBR.
- Lead on all data capture and social impact reporting.
- Prepare reports at least annually for all relevant funding stakeholders.
- Network with a range of relevant organisations to promote and publicise the work of BUBR and developing good joint working relationships through regular contact.
- Maintain accurate records of recruitment, development and training and provide up to date information to maintain the accurate database of volunteers and BUBR participants.
- Devise, manage and execute the BUBR Alliance engagement plan.
- Create and maintain a staff/volunteer operations handbook that encapsulates the BUBR culture and way of working.
- Lead on the development of a BUBR franchise model offer.

Person Specification *We are looking for someone who is highly organised, with a solution focused mentality and can multitask. This role requires a candidate with a professional and positive attitude.*

1. 2-3 years of project management and stakeholder relations
2. Experience of successfully executing community projects and activations.
3. An energised individual with sincere belief in and passion for the BUBR vision.
4. Effective operational and organisational skills, including using software packages, project management systems and social media.
5. Ability to communicate clearly and effectively with a variety of stakeholders using a range of styles and methods suited to the purpose.
6. Proven track record of project delivery, experience of delivering on agreed targets/outcomes and of working to meet tight deadlines.
7. Ability to motivate, empower and successfully engage volunteers.
8. Ability to confidently manage own work performance autonomously.
9. Willingness and ability to work flexibly within a start-up context which will include occasional weekend working.
10. Ability to work under pressure in lead up to events
11. Experience in capturing and narrating programme impact data and insights to relevant stakeholders.

To apply for this role, please email your CV and cover letter to info@blackunitybikeride.com