



## SHARED ROLE



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### Victoria Hub Manager – Job Description

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Hire Date:

Reports to: CEO, Cycling BC / CEO, Cycling Canada

The Hub Manager is responsible for the development and coordination of Cycling BC and Cycling Canada programming in the Victoria Capital Regional District (CRD). As a regional representative of Cycling BC and key partner for program coordination with Cycling Canada, the Hub Manager is required to work with both a high degree of independence and approach program development in collaboration with local stakeholders, the Cycling BC Team, and the Cycling Canada Team. The position is focused on delivering the Cycling BC Strategic Plan by building capacity in each of the four pillars of the Cycling Canada Strategic Plan: Grassroots (HopOn), Events, Gracious Champions, and Community. The Hub Manager needs to be highly organized as logistics and programming operations are key features of the role.

As a regional representative of the sport, the Hub Manager will be responsible for stakeholder relations with the local cycling community, municipalities in the CRD, as well as the commercial and tourism sectors. Due to the nature of the job, residency in the Victoria Capital Regional District is required.

#### **Grassroots**

Works with the Grassroots Program Manager, Cycling BC Executive Assistant, Cycling BC Marketing Coordinator, Cycling BC Head of Coach Development.

Key functions:

- BC Regional HopOn coordination and administration. This includes but is not limited to fleet maintenance & logistics and school & community outreach.
- Western Canada HopOn Coordination (as program grows in Yukon, Alberta, Saskatchewan, etc.)
- Grassroots Summit: Development, logistics, and coordination (frequency TBD)



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### **Community**

Works with Cycling Canada's community lead, Cycling BC CEO, Cycling BC Communications Manager

Key functions:

- Develop and coordinate programs within the Cycling BC Strategic plan for the CRD and South Island.
- Work with local retailers and clubs to deploy pilot member growth initiatives.
- Support local clubs with digital application pilot.
- Develop and coordinate an annual club summit (frequency TBD)
- Identify and support regional education needs (coach education, officials' education, etc.)

### **Events:**

Works with Cycling Canada's events lead, Cycling BC Operations Manager, Cycling BC Communications Manager and local organizers and contractors

Key functions:

- Identify opportunities for new and/or enhanced events in the region, including facility coordination and alignment and collaboration with key municipal stakeholders
- Support local events as needed, including logistics and planning
- Event organizer's summit (frequency TBD)

### **Gracious Champions:**

Works with: Cycling Canada HP team, Cycling BC Pathway Manager, Local Clubs, trade teams

Key functions:

- Advancement Camp and Regional Camp planning and support, including logistics.

## QUALIFICATIONS

### Education and Experience

- A degree or diploma from a recognized post-secondary institution in management or a related field
- 3-5 years in a similar senior role is preferred
- Fluency in English is required including oral, written and public presentation skills in English
- Ability to communicate in French is an asset

### *Professional Abilities*

- Proven ability to work collaboratively with community and sport partners
- Understanding of business planning, organizational management and community relations
- Understanding of cycling activities and competitions
- Previous experience working in a fast-paced, multi-level, sport-based environment with emphasis on timelines and delivery
- Proven capacity to fit within a not-for-profit culture and show leadership in terms of workplace standards, drafting of policies and development of agreements

### *Special Skills and Abilities*

- Attention to detail and a strong customer service focus are essential
- Excellent oral, written and communication skills
- Strong negotiation and mediation skills
- Strong presentation skills
- Proven ability to make critical decisions independently without supervision and inspire co-workers to do the same
- Ability to work closely, cooperatively and build relationships with internal and external associates
- Excellent organization, time-management, administrative and computer skills essential