

Founded on 14<sup>th</sup> April 1900 in Paris, the Union Cycliste Internationale (UCI) is the world governing body for cycling. Its mission is to develop and supervise cycling in all its forms and for everybody, as a competitive sport, as a healthy recreational activity and as a means of transport and having fun. Additionally, the UCI promotes a number of its own events, including the UCI Road World Championships, an iconic annual event, and a wide range of other UCI World Championships and World Cups across the various disciplines. It is based in Aigle, Switzerland, at the UCI World Cycling Centre.

To support its Sports Department, the UCI is seeking an :

## **Indoor Cycling Consultant (50%)**

### **German-English-French**

#### **Status**

Operating independently and outside the organisational structure of the UCI, the Consultant has its own work plan, and holds a position of trust with respect to the UCI. He/She is not just acting for the UCI, but also acts for a number of other contractors.

The Consultant is required to have adequate insurance coverage for activity-related risks (such as insurance against civil liability and material damages, accident and sickness protection cover paying a daily allowance, state pension and invalidity insurance, occupational pension, etc.). In addition, he/she has to be insured as an independent before the competent social insurance institutions.

#### **Mission**

- To support the UCI in the promotion and development of indoor cycling by overseeing administration and related areas.
- To oversee the organisation of UCI Indoor Cycling World Cups and Championships and ensure they are properly run.

#### **Main responsibilities:**

- Set up and manage the UCI's international indoor cycling calendar;
- In collaboration with the Sports Department, monitor bids to host UCI Indoor Cycling World Championships;
- As soon as the Management Committee names an event host, ensure liaison with the organiser and manage each event on the ground:
  - Be the main interlocutor of the Organising Committees (OCs) of UCI Indoor Cycling World Cups and Championships;
  - Coordinate the creation and signing of agreements with the OCs of UCI Indoor Cycling World Cups and Championships;
  - Draw up and monitor the budgets of UCI Indoor Cycling World Cups and Championships;
  - Prepare and coordinate fact-finding trips with the relevant people (e.g. Technical Delegate, Organisers, National Federations) for the UCI Indoor Cycling World Championships;
  - Monitor and coordinate the organisation of UCI Indoor Cycling World Cups and Championships with the OCs (and Technical Delegate) in the areas of marketing, logistics, travel, TV and ceremonies, while retaining a global organisational vision;
- Coordinate the UCI Indoor Cycling Commission and its activities, and monitor its budget;
- Collaborate closely and on a regular basis with the UCI Indoor Cycling Commission (supervision of working groups, organisation of meetings, search for future competition organisers, updating of regulations, etc);
- Delegate specific tasks to working groups (to be determined) and ensure they are supervised;
- Provide administrative support to Dataride.

#### **Profile:**

- Proven expertise in indoor cycling, cycle ball and/or artistic cycling
- Excellent organisational skills
- Proven experience in the organisation of major events
- Interest in administrative tasks
- Interest in marketing and event management
- Logical and methodical approach
- Excellent handwriting
- Command of computer tools

- Ability to work alone and in a team
- Management of priorities and ability to meet deadlines
- Command of German and English (spoken and written). Command of French an asset.

**Start date** : immediately or to be agreed

Join us and you will have every opportunity to use your skills, to be involved in current sporting activities and to contribute to the success of a modern and dynamic organisation. If you are interested in this position and you meet the criteria outlined in the profile, please e-mail your application and supporting documents (covering letter, CV, employment references and qualifications) to the following address: [job@uci.ch](mailto:job@uci.ch).

Published 07.06.2019