



Job Title: Community Cycling and Trails Manager (CCTM)

Organisation: Tarland Development Group SCIO (TDG)

Location: Tarland Trails, Tarland, Aberdeenshire (with work across the Cromar area)

Contract: Fixed term – 3 years

Hours: 28 hours per week (4 days)

Salary: £31,250 (pro rata) per annum, plus employer pension contribution

Start Date: September 2026 (subject to notice periods)

Responsible to: Board of Trustees, Tarland Development Group

About Tarland Development Group

Tarland Development Group (TDG) is a volunteer-led community charity delivering a wide range of successful local projects including an apiary, community garden, composting scheme, mountain bike trail centre and the Tarland Food and Music Festival. These initiatives benefit thousands of people in Tarland, the wider Howe of Cromar and visitors from across Scotland.

Tarland Trails is Scotland's largest community-run mountain bike trail centre. Since opening in 2023 it has become one of Scotland's premier riding destinations, welcoming over 35,000 visitors annually while providing recreation, volunteering, education and significant benefits to the local community.

Following successful funding from Sportscotland Club Support Programme (3 years funding secured) and the National Lottery Community Fund ('Get Cromar Cycling'), Tarland Development Group is seeking to appoint an enthusiastic, self-motivated and ambitious Community and Trails Cycling Manager to lead the next stage of development for Tarland Trails and expand cycling opportunities across the Howe of Cromar area.

For more information about Tarland Development Group and Tarland Trails visit:

www.tarland.org.uk/tarlanddevelopmentgroup

&

www.tarland-trails.com

Role Purpose

The Community and Trails Cycling Manager will lead the expansion of cycling opportunities and active travel across the Cromar area as well as the administration, management, development and promotion of Tarland Trails.

Working alongside trustees, staff, volunteers, schools, community organisations, landowners and partner agencies, the postholder will coordinate trail maintenance, develop new trails and infrastructure including bike hire, manage the day-to-day operation of the trail centre, support volunteers, organise events, deliver community cycling programmes and generate sustainable income to secure the long-term future of Tarland Trails.

The role will also oversee delivery of the National Lottery-funded 'Get Cromar Cycling' programme, ensuring effective coordination of activities such as providing training, guided rides, school cycling sessions, bike maintenance workshops, Dr Bike events and opportunities for people of all ages and abilities to enjoy cycling.

This is an exciting opportunity to help shape one of Scotland's leading community trail centres while inspiring more people to cycle, volunteer and enjoy the outdoors.

Key Responsibilities

Priorities and work planning will be agreed with Trustees

Trail Management and Development

- Monitor trail conditions, plan annual maintenance programmes and coordinate volunteer dig days.
- Lead the planning and development of new trails, features and other visitor infrastructure, developing business cases and funding applications as required.
- Identify opportunities to improve accessibility and inclusivity, including adaptive cycling where appropriate.

Lead the delivery of the Get Cromar Cycling programme by:

- Organising bike maintenance and repair workshops, training courses, guided rides, school cycling and mountain biking sessions for children & adults
- Developing inclusive cycling opportunities for women, young people and underrepresented groups.
- Coordinate training, support and recruiting volunteers, leaders and ride leaders including volunteer trail maintenance sessions.

Plan and coordinate a programme of events including:

- Scottish Cross Country Series event, Enduro races, an endurance event, bike festivals, community rides, school events, skills sessions and other outdoor recreation events.

Bike Club Development

- Establish and develop Tarland Bike Club with regular rides, coaching opportunities and social activities for children, young people and adults.

Business Development and Income Generation

- Develop sustainable income through sponsorship, partnerships and grant applications.
- Increase income from events, memberships, coaching, donations and bike hire.

Bike Hire Development

- Complete a feasibility study and start a bike hire service if viable.
- Explore opportunities for adaptive and family bike hire.

Administration and Operations

- Manage the day-to-day running of Tarland Trails and associated cycling programmes.
- Monitor and reconcile trail centre income working with the Treasurer and trustees.
- Respond promptly to enquiries received via email, the website and social media.
- Manage bookings for events, courses and guided rides.

- Support trustees with monitoring and reporting requirements linked to the sportScotland Grant
- Line manage existing trails staff

Communications and Marketing

- Promote Tarland Trails and community cycling programmes through outreach activities, face to face meetings, social media, the Tarland Trails and TDG websites and other promotional materials and media releases.
- Representation of Tarland Trails at regional and national meetings as required.

Person Specification

Essential

- Passion for cycling, outdoor recreation and community development.
- Experience coordinating projects, programmes or events.
- Experience coordinating finances
- Experience working with volunteers.
- Excellent organisational and communication skills.
- Strong administrative and IT skills.
- Experience managing social media and digital communications.
- Ability to work independently and prioritise workload.
- Willingness to work flexibly around trail/event needs
- Ability to build positive relationships with a wide range of people in the community
- Full UK driving licence and access to a vehicle.

Desirable

- Experience in trail building or trail maintenance.
- Experience organising sporting or community events.
- Cycle Ride Leadership, Mountain bike leadership, coaching or guiding qualifications.
- Experience delivering cycling training or education.
- Experience managing websites and content creation for social media
- Experience developing sponsorships or fundraising.
- Knowledge of Scottish Cycling and Developing Mountain Biking in Scotland.
- First Aid qualification.
- Experience working within the charity or community sector.

Working Pattern

This is an outdoor, community-facing role and the postholder must be able to work flexibly around trail conditions, events, and community/volunteer availability, including regular evenings and weekends. Time off in lieu will be provided for additional hours worked. Office-based administrative tasks will be carried out from home, as TDG does not currently provide a dedicated office space.

Benefits and Support

The successful candidate will receive:

- Three-month probation period.
- 28 days annual leave plus 8 public holidays (pro-rata).
- Time off in lieu for evening and weekend working.
- Laptop and mobile phone.
- Training and professional development opportunities.
- Travel and subsistence budget.
- Employer pension contribution.
- Opportunity to lead one of Scotland's most exciting community cycling projects.

Enquiries

If you have questions about the role, please email chris@tarlanddevelopmentgroup.org with your name and telephone number and we will arrange to contact you.

Application Information

Applicants should submit:

- A CV (maximum two pages).
- A covering letter outlining how their experience meets the requirements of the role and why they are interested in developing Tarland Trails and cycling opportunities within the Howe of Cromar.

Applicants are encouraged to visit Cromar / Tarland Trails prior to interview.

Closing Date: Friday 21st August - 5pm

Expected Interview Date(TBC): Saturday 5th September

Expected Start Date: ASAP thereafter

This post is a regulated role for the purposes of the Protection of Vulnerable Groups (Scotland) Act 2007. Appointment is subject to safer recruitment practices, including PVG Scheme membership and satisfactory references.

Equality Statement

Tarland Development Group is committed to equality of opportunity and welcomes applications from all sections of the Cromar community and beyond.