



Outspoken Cycles  
The Bike Depot  
140 Cowley Road  
Cambridge  
CB4 0DL

01223 789606  
jobs@outspokencycles.co.uk  
www.outspokencycles.co.uk

Dear Applicant,

**Application pack for the post of Events Staff (Freelance)**

Many thanks for your interest in the above position. Working at Outspoken Cycles can be very rewarding and lots of fun.

We are looking for outgoing, enthusiastic people with lots of energy to join our busy Events team, helping to encourage more cycling.

We deliver a range of cycle-themed activities including Smoothie Bikes, Pedal Powered Scalextrics, Try Out Shows, Pedal Powered Cinemas and our Pedal Powered Phone Charging. We take these on the road to events such as festivals, team building days, community events, trade fairs, exhibitions and local authority events.

Please find attached some information about the role. If you think you'd enjoy this job and could share Outspoken's enthusiasm for all things cycling then please apply by completing and returning your application, along with a current CV, by email or by post to the above address as soon as possible.

We will contact you within 2 weeks of receiving your application form.

Many thanks for your interest; we look forward to hearing back from you.

Yours sincerely,

Mark Searle

Outspoken Cycles

# Application Pack: Events Staff (Freelance)

April 2021

<b>Job Title:</b>	Events Staff (Freelance)
<b>Organisation:</b>	Outspoken Cycles Ltd
<b>Pay:</b>	£12 per hour, invoiced
<b>Location:</b>	Cambridge with travel nationally to events
<b>Hours of work:</b>	Adhoc with hours varying throughout the year with the busy season running May- September, including weekends and evenings
<b>Responsible to:</b>	Manager
<b>Other information:</b>	<p>We undertake a DBS check on all freelance Events Staff at a cost to Outspoken Cycles.</p> <p>The role will require the successful candidate to purchase branded clothing from us for us for events. This can include a polo shirt and softshell jacket (as an example, polo shirts are £12.50). These can be sold back to us if the successful candidate no longer continues as an Events Staff member.</p>

## About Us

Outspoken Cycles looks to support and encourage people to cycle, helping create communities that are fitter and healthier, and so build a better urban environment for people to live and work.

At Outspoken Cycles we run a broad range of cycling services, including our Bike Maintenance Courses, mobile Dr Bike repairs, Pool bikes for businesses, fleet maintenance and traditional bike repairs.

Our cycle-themed Events have grown steadily since 2013 and we now deliver a busy programme of events up and down the country throughout the year. Clients include local authorities, event and marketing companies, businesses, schools and universities. We've travelled as far as the south of Spain and the north of Scotland, and regularly travel outside of Cambridge.

Alongside our kit we always send one or more staff to run the activity for the client. Their role is to setup the activity, liaise with the client on site, run the event (full of enthusiasm and fun!), before finally packing down and returning all the kit to the office.

## Job Description

1.	Events Staffing
	<ul style="list-style-type: none"> <li>• Drive either the Outspoken vans or a hire van to event venues when required.</li> <li>• Carefully unload and account for all equipment</li> <li>• Setup the events kit as per training and instructions including safety checking bikes</li> <li>• Provide an engaging and enthusiastic experience for all participants, with lots of energy</li> <li>• Actively encourage potential participants to have a go at the activities</li> <li>• Disassemble and pack up the events kits as per training and instructions</li> <li>• Drive van back to the office and unload and clean kit as required</li> </ul>
2.	Communication
	<ul style="list-style-type: none"> <li>• At events communicate with the clients and their representatives on site, maintaining a friendly and professional manner at all times</li> <li>• Communicate in a fun but always professional manner with any participants and potential participants</li> <li>• Communicate swiftly with the office if there are any issues</li> </ul>
3.	Health & Safety
	<ul style="list-style-type: none"> <li>• Follow training and risk assessment &amp; method assessments at all times</li> <li>• Conduct an on site risk assessment before the event starts and report any issues or near misses to the offices and in the event paperwork</li> </ul>

## Person Specification

1.	Experience
	<ul style="list-style-type: none"> <li>• Experience working at with events (desired)</li> <li>• Experience of coaching, teaching or presenting to children or adults (desired)</li> </ul>
2.	Communication Skills
	<ul style="list-style-type: none"> <li>• Excellent communicator in person, able to talk to groups and demonstrate lots of enthusiasm</li> <li>• Good communication via emails</li> </ul>
3.	Organisation Skills
	<ul style="list-style-type: none"> <li>• Punctual and reliable</li> <li>• Methodical and able to accurately complete paper work and follow admin processes</li> </ul>

4.	Other Skills
<ul style="list-style-type: none"> <li>• Ability to problem solve and use initiative to resolve issues in line with our policies</li> <li>• Ability to remain calm under pressure</li> </ul>	
5.	Other considerations
<ul style="list-style-type: none"> <li>• Applicants must be fit and healthy. The role requires physical work packing vans, moving kit or standing up for long periods during events as well as working outdoors in variable weather</li> <li>• Desirable to be over 23 and hold a full clean driving license (to be insured to drive hire vans)</li> <li>• Desirable to have a First Aid Qualification</li> <li>• Have a reasonable level of availability, ideally including weekends</li> <li>• Be passionate about promoting cycling as a sport, means of transport, leisure pursuit and/or healthy form of exercise (Essential)</li> </ul>	

# APPLICATION FORM

Full Name:	
Address:	
Home telephone:	
Mobile:	
Email:	
How did you hear about the job?	

<b>Privacy notice</b>
<p><i>We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.</i></p> <p><i>We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of six months or, if required by law, for as long as is required.</i></p>

## Please answer the following questions:

What is your availability (weekdays, evenings weekends, seasonal etc)	
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Do you hold a full clean driving license? (Delete as appropriate)	YES / NO
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Please tell us your date of birth (DD/MM/YY). This is in reference to van driving insurance.	/ /
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**Explain why this job appeals to you.**

**Tell us about your experience and skills that relate to this job. This can include any voluntary experience such as coaching, as well as paid.**

<b>Further Information</b> <i>Please let us know if there is any other information that you feel is relevant.</i>

Are you entitled to enter or remain in the UK and undertake the work in question? <i>You will be required to provide proof of work eligibility</i>
<b>Yes / No</b>

Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?
<b>Yes / No</b>

List any criminal convictions other than “spent” convictions. If none, state “None”.  <i>The information provided will be confidential and will be considered only in relation to this application.</i>

<b>References:</b> Please provide details of 2 references, one of which should be your most current/most recent employer (these won’t be contacted until after interview):	
<b>Full Name:</b>	
<b>Address:</b>	

<b>Email:</b>	
<b>Work Telephone:</b>	
<b>Your relationship to this referee:</b>	Current/ Most recent employer
<b>Full Name:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Work Telephone:</b>	
<b>Your relationship to this referee:</b>	

<b>Declaration</b>	
The information I have provided is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.	
<b>Signature:</b> <i>(Digital is ok)</i>	<b>Date:</b>