

Founded on 14th 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.

For its Sports Department, the UCI is seeking a

Track Coordinator (100%) English-French

Mission :

The Track Coordinator will have an important role in the development of activities related to the sporting aspects of Track Cycling worldwide.

Reporting to the Head of Track, Para-cycling and Indoor, the Track Coordinator will be responsible for the development of the discipline in a complex multi-stakeholder environment.

Main responsibilities :

- Develop and promote the discipline
- Coordinate all activities relating to the sporting aspects of the discipline and be the interlocutor of the stakeholders on this subject
- Follow up the strategic objectives of the UCI and the Track Commission in particular
- Manage the organisation of the Elite, Juniors and Masters Track World Championships and all related administrative aspects
- Follow-up of the Track Champions League (calendar, results, follow-up of reports)
- Involvement in the organisation of the Olympic Games (management of ORIS, establishment of the qualification system for the Olympic Games)
- Coordination and updating of the discipline-specific regulations and follow-up of the Track Regulations working group
- Support and collaboration with the commissaires in their duties
- Follow-up of hourly record attempts.

Profile :

- Higher education and professional experience in the sports sector
- Excellent knowledge of track cycling
- Proven experience in events organisation
- Able to provide recommendations on various lines of action, ability to be proactive and show initiative
- Strong organisational skills and ability to manage several files simultaneously
- Fluency in both English and French
- Good knowledge of MS Office (Excel, Word, Powerpoint, Outlook)
- Leadership
- Ability to work alone and within a team
- Motivated, curious, open and flexible
- Good interpersonal skills
- Available to travel and work at weekends.

Start date : Immediately or to be agreed

Place of work : Aigle

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.