



Volunteer Role Description - Cycle Hub Manager

Redfest Bristol CIC is a volunteer led, free arts and music festival which takes place in Redfield and St George each summer.

In 2019 Redfest will take place in St George Park on 3 August, subject to licences and funding. The festival will have three music stages, kids village, cabaret / theatre / performance space, wellbeing area and market.

Whether you have loads of expertise and want to give something back, or whether you're looking to gain experience to boost your CV, volunteering for Redfest gives you the opportunity to make a real difference, have some fun and meet lots of new friends. This role in particular would be a great experience building opportunity for anyone looking to get into social media marketing, community management, or other areas of digital marketing.

The role

Sustainability is really important to Redfest and underpins everything we do. Reducing the impacts of travel is one of the primary targets for the Redfest Sustainability Team and the Cycle Hub will play a key role in improving the positive and reducing the negative impacts of audience travel.

The role will take the lead in delivering The Cycle Hub. This area designed to encourage cycling to the event, promote sustainable travel and reduce audience travel related CO₂ emissions.

The Cycle Hub Manager will take the lead in delivering The Cycle Hub area. Primary responsibilities include:

- Source and build relationships with relevant stakeholders such as cycle related stall holders and service providers
- Provide input to the Marketing Team in order to promote the Cycle Hub and our sustainability ethos to our audience and the wider community
- Proactively recruit and manage a team of volunteers in the build up to, and during the event
- Coordinate and supervise arrival / build / break times for delivery partners and stallholders
- Provide input on the site map, and Event Management Plan

The Cycle Hub Manager will share a commitment to sustainable development and to making a positive impact on the community.



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Skills required

- Building constructive working relationships characterised by a high level of acceptance, cooperation and mutual respect
- Excellent communication skills (listening, speaking, presenting, reading and writing)
- Highly organised
- Capacity to work independently and unsupervised, liaising with team members and stakeholders as and when required
- Leadership skills
- Problem solving, resolving unexpected challenges and keeping a level head throughout the project
- Commitment to promote Redfest's mission and values
- Comfortable using online work management and collaboration tools
- Previous experience or good networking connections in this field are desirable

Key working relationships

Internal

- Sustainability Manager
- Sustainability Coordinators
- Redfest Project Manager
- Redfest Directors
- Health & Safety Manager
- Volunteer recruitment team
- Site Manager
- Zone Manager
- Build & Break team
- Cycle Hub volunteer team

External

- Stallholders
- Content and delivery partners

Hours / meetings / commitments

- Approximately 60 hours per year (spread over January to September)
- Regular meetings with the Sustainability Manager (phone/skype/face-to-face)
- Sustainability team meeting one evening per month (typically the second Wednesday of the month) - optional
- Redfest team meeting one evening per month (typically the first Wednesday of the month) - optional
- Team and / or supplier site visits, as and when required



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- Additional meetings with the project manager
- Pre-event meeting(s) to brief Cycle Hub team
- Being available during the event as the primary point of contact for any stakeholders and activities that may have been programmed
- Post event review team meeting (September) - optional
- All roles are on a voluntary basis

Contact

If you are interested in this position, please email your CV and or / a brief summary of your previous experience and why you'd like to apply to info@redfestbristol.co.uk