



# **Infrastructure and Operations Lead Recruitment Pack**

**August 2025**



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Cyclox  
Makespace  
1 Aristotle Lane  
Oxford  
OX2 6TP

Email: [contact@cyclox.org](mailto:contact@cyclox.org)  
Website: [www.cyclox.org](http://www.cyclox.org)

Instagram: [@Cyclox\\_Oxford](https://www.instagram.com/Cyclox_Oxford)  
BlueSky:  
[@cycloxford.bsky.social](https://www.bsky.app/profile/cycloxford.bsky.social)

LinkedIn: Cyclox Oxford  
YouTube: Cyclox6376

Registered charity: 1190137



# Welcome

## **Thank you for your interest in the role of Infrastructure and Operations Lead at Cyclox.**

Cyclox is a 22-year-old charity with a mission to create safer streets for all in Oxford. We are guided by our Vision Zero strategy: for zero road deaths or serious injuries by 2030. We aim to lobby the local authorities to introduce the following:

- Improved infrastructure for cycling, wheeling and walking – for example dedicated cycle lanes, safe junctions and crossings, and more cycle parking
- 20 mph speed limit throughout Oxford
- Enforced safety measures for HGVs.

We also aim to:

- Encourage and enable more road users to start cycling
- Collaborate with other pressure groups on safer streets for all
- Increase diversity and inclusion in our organisation.

We are seeking to recruit an Infrastructure and Operations Lead () to take forward our strategy. We are seeking a locally based individual who is experienced, self-motivated, and committed to run and grow our charity.

We would ideally like a single individual to take up this post, but are open to a job share. Please indicate in your application if you are interested in taking the position as a job share. We aim to have the selected candidate in post as soon as possible.

Please find detailed information about Cyclox, the role, and application process below.

We look forward to receiving your application.

## **Cyclox Board of Trustees**

# About Cyclox

**Cyclox is the voice of cycling in Oxford.**

**We support more people to cycle in Oxford, more often and more safely.**

This is how we work towards our mission.



## **Advocate**

We lobby key decision makers such as the City and County Councils and the two universities to raise awareness of cycling and to call for better cycling provision.



## **Collaborate**

We work with local active travel groups, the universities and other partners.



## **Engage**

We listen to and learn from our members and communities.





# Role particulars

Job title	Infrastructure and Operations Lead
Location	Working remotely – regular meetings and events in Oxford
Contract term	Fixed term - two years (extension subject to fundraising)
Salary	£35,000 full-time equivalent
Hours	30 hours per week; flexible working
Reporting to	Chair of Trustees
Working with	Campaigns and Communications Lead
Benefits	Pro rata 25 days annual leave plus bank holidays 5% employer pension contribution Flexible working

**This is a UK based role and role holders must have the right to live and work in the UK.**



# Role description

## 1. Lead the work of the Infrastructure Group

- Chair the Group's fortnightly meetings.
- Work proactively to identify priority infrastructure developments and issues.
- Coordinate the roles of infrastructure group volunteers in undertaking consultations and engaging with officers and members.
- Coordinate the outputs of the Cyclox Infrastructure Group
- Ensure the Cyclox infrastructure policy is updated and communicated.
- Connect the work of the Group with Cyclox's campaigns and communications.

## 2. Membership engagement

- Create and execute a plan for engaging members and increasing Cyclox membership.
- Engage with members and volunteers, leveraging their skills and enthusiasm.

## 3. Financial and administrative management

- Oversee data storage, cyber security, and governance processes.
- Perform administrative functions, such as creating minutes of Board meetings, managing the contact inbox, and handling membership administration.

## 4. Governance and compliance

- Ensure that the charity adheres to all relevant legal and regulatory requirements.
- Attend Board meetings and provide relevant updates.

## 5. Operational support

- Work closely with the Campaigns and Communications Lead, carrying out relevant research, giving input into campaigns, and providing operational support.
- Assist with grant and fundraising applications.
- Promote and adhere to Cyclox organisational values
- Any other duties appropriate to the role and deemed necessary to the effective operation of Cyclox.





# Person specification

	Essential	Desirable
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of charity governance and compliance requirements</li> <li>• Understanding of infrastructure and active travel policy, or a proven capacity to acquire it.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a similar role within a charity or non-profit organisation</li> <li>• Experience in engaging and managing volunteers</li> <li>• Experience of working in urban planning/design or active travel.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Highly organised with excellent attention to detail</li> <li>• Strong collaborative skills, with the ability to work effectively with various stakeholders</li> <li>• Ability to work autonomously and manage multiple tasks efficiently</li> <li>• Digitally literate with experience using Microsoft Word, Excel, and Teams</li> <li>• Strong numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills</li> <li>• Ability to develop and implement strategic plans</li> <li>• Awareness of data security issues and best practices</li> </ul>
<b>Behaviours and Attributes</b>	<ul style="list-style-type: none"> <li>• Proactive and self-motivated</li> <li>• Passionate about Cyclox's mission to get more people cycling more safely</li> <li>• Ability to attend in-person events in Oxford</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible and adaptable to changing needs and priorities</li> </ul>

# Application process

**Please email [honsec@cyclox.org](mailto:honsec@cyclox.org) to receive the application form for the vacancy.**

**Closing date for applications:** Monday 15<sup>th</sup> September by 5pm – applications received after this time may not be considered for the role.

**Interviews:** to be held in early October 2025, to be held in-person in Oxford.

Cyclox welcomes applications from candidates of all backgrounds, experiences, and perspectives. We do not discriminate on the grounds of sex, gender identity, sexual orientation, age, race, ethnicity, disability, marital status, pregnancy, parental status, religion, or belief.

If you require any reasonable adjustment during the application or interview process, please contact us at [honsec@cyclox.org](mailto:honsec@cyclox.org) to discuss your requirements. Please let us know if you require any of the documentation in an alternative format.

