



Development & Enterprise Officer

Organisation: Sunny Cycles

Job Title: Development & Enterprise Officer

Hours: 32 hours per week (flexible working available)

Location: The Glasgow Collective, 15 East Campbell Street, Glasgow (with some remote and community-based working)

Salary: £26,906 (inc NI & Pension)

Reports to: Project Manager / Senior Leadership Team

Contract: 12months fixed-term, with aim to extend

About Sunny Cycles

Sunny Cycles is a community-focused cycling organisation which enables people of all ages, abilities and backgrounds to enjoy the mental and physical benefits of cycling and cycling activities. Founded in 2022, we support mental health, social inclusion, and accessibility by providing led rides, cycling lessons, adaptive cycling for disabled people, and creating welcoming spaces for refugees and New Scots. We operate a community hub at Glasgow Green, and Victoria Park offering free or low-cost cycling sessions for individuals facing financial hardship, social isolation, or discrimination. We provide adapted bikes for those who cannot ride standard 2 wheelers and work with individuals and groups within the community to enable people to experience the mental and physical benefits of cycling.

Sunny Cycles operates as a registered charity and a social enterprise. As we grow, we are looking for a Development & Enterprise Officer who can strengthen our income generation pathways and support the long-term sustainability of our work, including our expanding work with disability and care-home cycling programmes.

Role Purpose

The Development & Enterprise Officer will lead on developing and delivering income-generating opportunities that support Sunny Cycles' mission. This includes building partnerships, developing commercial activities, strengthening our social enterprise offer, managing budgets and ensuring financial sustainability so we can move away from grant funding.

The role is ideal for someone who is proactive, entrepreneurial, and passionate about inclusive cycling and community wellbeing.

Key Responsibilities

Income Generation & Business Development

- Identify, develop, and implement income-generating opportunities aligned with Sunny Cycles' mission (e.g., paid cycling lessons, corporate partnerships and wellbeing sessions, adaptive cycling programmes, merchandise, events).
- Research and secure new partnerships with businesses, community groups, care homes, and public agencies.
- Support the development and delivery of enterprise products and services.
- Manage client relationships and enquiries related to commercial activities.

Marketing & Communications

- Promote paid services and enterprise activities through social media, digital marketing, and community outreach through professional networking events.
- Support brand development and audience engagement strategies.
- Create clear, accessible communications to promote our enterprise offer.

Financial & Administrative Responsibilities

- Contribute to budgeting for enterprise activities and funding proposals.
- Maintain accurate records of income, customer bookings, grant processes, and reporting.
- Produce monitoring tools, impact reports, and performance updates for the management team.

Organisational Development

- Contribute to strategic planning around enterprise growth and financial sustainability.

- Work collaboratively with the wider Sunny Cycles team and support volunteers where relevant.
- Uphold Sunny Cycles' values of inclusion, accessibility, empowerment, and community support.

Person Specification

Essential Skills & Experience

- Demonstrable experience in income generation, business development, fundraising, and social enterprise.
- Strong written communication skills, particularly for partnership proposals and development plans.
- Able to develop and maintain partnerships across sectors.
- Demonstrated ability to work independently and manage a varied workload.
- Creative thinking and problem-solving, with an entrepreneurial mindset.
- Strong organisational and administrative skills.
- Commitment to equality, diversity, and inclusive practice.

Desirable Skills & Experience

- Experience in community development, social enterprise and the third sector.
- Knowledge of trusts, foundations, and public funding landscapes in Scotland.
- Experience delivering or marketing community programmes or commercial services.
- Understanding of social impact measurement and reporting.
- Ability to work with diverse communities, including disabled people, refugees, and people experiencing mental health challenges.

Working Conditions

- **Hours:** 32 per week, with flexible working patterns available.
- Some evening or weekend work may be required depending on events and project needs.
- Hybrid working options (office/community-based/remote).

How to Apply

Send a CV and cover letter to hello@sunnycycles.org.uk by 5pm on Wednesday 17th December.

If you would like to have an informal chat or have any questions before applying please get in touch.