

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. 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.

The UCI is looking for a :

2027 UCI Cycling World Championships Project Coordinator (fixed-term contract) (100%) French - English

Mission :

As Project Coordinator – 2027 UCI Cycling World Championships, you will report to the Head of Olympic Games and Major Events within the Sports Department. You will work closely with the Head of Olympic Games and Major Events, the relevant UCI departments, the Organising Committee, and the external stakeholders to ensure the successful planning and delivery of the **2027 UCI Cycling World Championships**, to be held in **Haute-Savoie, France**.

Main Responsibilities:

- Coordinate the preparation, planning, and operational delivery of the elements of the Championships under UCI responsibility.
- Develop and maintain the UCI project plan and related work plans.
- Ensure effective internal project tracking with UCI departments and external stakeholders.
- Monitor milestones and deliverables under UCI and Organisers' responsibility.
- Prepare, organise, and follow up on internal and external project meetings, site visits, and briefings, including agendas, minutes, and action tracking.
- Produce regular status reports for UCI Management.
- Undertake specific tasks as agreed, such as maintaining and updating the master schedule, and coordinating the implementation of the accreditation system, in coordination with departments, organisers, and stakeholders according to the agreed process.
- Coordinate arrangements for the UCI delegation: accommodation, transportation, accreditation, and hospitality, in collaboration with relevant units (including UCI Travel).
- Undertake agreed operational coordination tasks during the Championships.
- Coordinate the post-event debrief process.
- Produce the final post-event report.
- Develop knowledge transfer documentation and ensure proper internal archiving.

Profile:

- Higher education in sports management or equivalent.
- At least 5 years' professional experience in organising and delivering major sporting events, ideally in cycling.
- Proven project management experience in sports event planning.
- Excellent organisational skills and ability to manage multiple files simultaneously.
- **Native French speaker** with excellent command of English.
- Proficient in MS Office (Excel, Word, PowerPoint, Outlook).
- Strong leadership skills.
- Able to work independently and as part of a team.
- Motivated, curious, open-minded, and flexible.
- Excellent interpersonal skills.
- Willingness to travel frequently and work on weekends.
- Holder of a valid driving licence and with access to a personal vehicle.
- Resident in the Lake Geneva region, or willing to relocate there at short notice.

Start date: Starting immediately or to be agreed until 28th February 2028

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