

MARYLEBONE CRICKET CLUB
JOB PROFILE

Job Title: G.S.O. - Administration Assistant (Fixed-Term Contract)	Department: Ground Superintendent's Office
Reporting to: Ground Superintendent – Jeff Cards	
Main Purpose of the Job: To administer various tasks in the Ground Superintendent's Office.	
Main Tasks and Accountabilities: <ul style="list-style-type: none">• To assist with the administration and organisation of M.C.C. Official Events and Receptions, i.e. Spirit of Cricket Lecture and Dinner, Long Room Carol Concert;• Administration relating to Media accreditation;• Assisting the Media Manager with film crew visits;• Captioning and indexing photo library;• Assisting the Head Steward's Office on an as and when basis;• General office duties such as photocopying, filing and answering the telephone;• To have a sound knowledge of all aspects of the Ground Superintendent's Office;• To carry out any other reasonable request as directed by your manager.	

Variations of job relating to Major Matches:

- On duty every major match day.
- Assisting with general queries from Members in the absence of the Pavilion Manager
- Assisting Media Manager with distribution of items from Investec Media Centre
- Setting-up Museum for Press Conferences
- Providing support for all members of the department.

Health & Safety:

- At all times to be responsible for the safety of yourself and others through adherence to Club (and legal) safety rules and procedures
- To be familiar with fire and evacuation procedures and to operate as Fire Warden
- To undertake ‘risk assessments’ as appropriate (after training)
- To communicate necessary H & S information to visitors/customers
- Wearing of any required protective clothing and equipment

Person Spec: Skills & qualifications, experience, attitudes/competencies:

- Excellent communication and organisational skills.
- Able to use Microsoft Word, Outlook, Access and Excel, with good database knowledge.
- Ability to work without supervision.
- High standard of personal presentation.
- High standard of spoken and written English.
- Flexible approach to working hours.
- Previous experience of working in a similar environment beneficial.
- Able to work as part of a small team.