CANDIDATE BRIEF

ASSISTANT SECRETARY CRICKET & OPERATIONS

MARYLEBONE CRICKET CLUB
OVERVIEW

Marylebone Cricket Club is the world’s most active cricket club, the owner of Lord’s Ground and the guardian of the Laws of the game.

There are now 18,350 Full and 5,000 Associate Members of MCC. Members own the Ground and all of MCC’s assets (the most famous of which is the Ashes Urn), they govern the Club through various committees, and some 2,000 of them represent MCC on the field of play each year.

MCC plays more matches than any other cricket club – around 480 per year against schools, universities and clubs in the UK, and between 20 and 30 fixtures annually as part of its overseas touring programme which aims to develop cricket abroad.
OVERVIEW

The Club makes significant investment into the game each year, funding youth cricket, an extensive playing programme, and the promotion of the Laws and Spirit of Cricket.

On the international stage, MCC has a World Cricket committee, currently chaired by Mike Gatting, that contains eminent current and former players and administrators. It has a remit to act as an independent think tank, debating issues and making recommendations about the health and state of the game, as well as to commission research.
KEY PURPOSE OF ROLE

- To assist the Chief Executive & Secretary (CEO) with the day-to-day running of the Club.
- To provide administrative support to them and to the MCC Committee.
- To initiate, lead and direct activities of all cricket-related functions of the Club, including liaison and involvement with cricket governing bodies and other external cricket academies, counties, functions and organisations and to present MCC and Lord's as the world’s pre-eminent Cricket Club and Ground.
- To lead on the planning, coordination and staging of all major matches and MCC significant events; working in partnership with key external stakeholders including the ICC, ECB, Broadcasters and Safety and Security Agencies.
- Operate as Secretary to the MCC Cricket committee and World Cricket committee.
KEY TASKS AND ACCOUNTABILITIES

**MCC CRICKET**

- Lead / manage activities of all cricket-related departments.
- Drive best practice within MCC’s cricket delivery, both from a legal and engagement perspective.
- Review, amend and lead MCC’s cricket strategy.
- Prepare, manage and monitor of cricket-related budgets.
- To operate with / liaise with all cricket governing bodies (especially ECB, ICC) and other cricket organisations.
- Operate as Secretary to the Cricket committee and the World Cricket committee.
- Lead and co-ordinate activities of the Cricket committee and its sub-committees, and ensure resultant actions / decisions are implemented.
- Ensure playing and practice facilities, coaching and other cricketing services are provided at the highest standards.

**MAJOR MATCHES**

- Liaise with the ECB and ICC match managers and general overseeing of the administrative and operational arrangements of major match days.
- Lead planning meetings with internal and external stakeholders.
- Develop appropriate contingencies in relation to safety and security.
- Attend pre-match briefing meetings held on the day before all major matches.
- Ensure full compliance with all regulatory requirements of sports ground operation.
- Maintain close contact with the CEO in relation to all match day operational matters.
- Attendance at all major match days, including weekends.
- Any other duties as required whether in the Department or elsewhere around the Ground.
PERSON SPECIFICATIONS, SKILLS AND QUALIFICATIONS

- High level experience in the cricketing industry.
- An understanding of operational management at scale.
- Excellent people management skills.
- Numeracy, literacy and excellent communication skills, both written and oral.
- Meticulous attention to detail.
- Analytical and highly organised.
- High level of integrity, calmness under pressure, rapid assimilation of issues and decision-making.
- Measured approach to problem solving.
- Ability to meet specific deadlines and to consistently high standards.
- Ability to work under pressure and in a busy environment.
- Flexibility with regard to the completion of a variety of tasks as required.
- Flexibility in working hours.
MCC VALUES AND BEHAVIOURS

SMART
- We make informed decisions
- We cut out inefficiency and complexity
- We ensure that everything we do looks, sounds and feels high quality

ATTENTIVE
- We are welcoming hosts to people of all cultures and backgrounds
- We pride ourselves on impeccable manners
- We work with other organisations for the good of the game

ORIGINAL
- We set our own high standards
- We constantly seek out better ways of working
- We encourage people to be imaginative in their work
ASSISTANT SECRETARY CRICKET & OPERATIONS

APPLY VIA SRI

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