CANDIDATE BRIEF

ASSISTANT SECRETARY
MEMBERSHIP

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 initiate, lead and direct all MCC Membership related activities.
- To assist the Chief Executive & Secretary (CEO) with the day-to-day running of the Club.
- To provide administrative support to him and to the MCC Committee.
KEY TASKS AND ACCOUNTABILITIES

- Be accountable for budget development and management relating to the membership activities.

- Supervise the management of, and having overall responsibility for, a number of departments which deal with membership and ticketing, as agreed with the Chief Executive & Secretary.

- Act as Secretary to the Membership and General Purposes committee.

- Act as Secretary to the Nominations Committee.

- Attend meetings of the MCC Committee and, as necessary, Principal committees and sub-committees.

- Compile, proofread and produce MCC’s Annual Report & Accounts.

- Organise General Meetings and produce documents, including voting forms, etc.

- Review MCC’s Rules, Regulations, policies and procedures relating to membership and ticketing.

- Draft correspondence, including answering complaints, to Members and the general public.

- Manage the Community Development Department and the Heritage & Collections Department and be responsible for ensuring high quality planning and presentation of budgets, projects and initiatives as required.

- Manage the Real Tennis and Squash Department, working in conjunction with Club Facilities to ensure high quality planning and budgeting.

- Manage the relationship with the Marylebone Cricket Club Foundation.

- Maintain and enhance the Club’s traditions and general reputation.

- Liaise with other bodies at Lord’s.

- 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

- Understanding of MCC Members’ views and attitudes towards current or planned policies.
- Significant knowledge of cricket and its history.
- Exemplary people management and leadership skills.
- Numeracy, literacy and excellent communication skills, both written and oral.
- Ability to draft and deliver speeches (for himself/herself or others).
- Proven ability to develop and manage complex and cross departmental budgets.
- Proofreading ability.
- Meticulous attention to detail.
- Analytical and highly organised.
- Adherence to MCC Rules, Regulations, policies and procedures.
- 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.
- High level of integrity, calmness under pressure, rapid assimilation of issues and decision-making.
- Flexibility with regard to the completion of a variety of tasks as required.
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 MEMBERSHIP
APPLY VIA SRI

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