

Job Description: Programme Officer

Position: Programme Officer

Location: Lord's Cricket Ground, London or remote

Reports to: Director of Operations, MCC Foundation

Contract Type: Full time

Salary: £32,000 - £36,000 dependant on experience

About the MCC Foundation

The MCC Foundation is the charitable arm of Marylebone Cricket Club (MCC), with a mission to transform lives through cricket. We deliver impactful cricket programmes, break down barriers to participation, and provide opportunities for young people to develop both on and off the pitch.

We are looking for a passionate and dynamic **Programme Officer** to lead the development and implementation of a nationwide boy's and girl's cricket competition between teams entered by state schools, ensuring it becomes a sustainable and successful initiative. This role will involve working closely with schools, local cricket organisations, and other stakeholders to expand access to cricket for young people in state schools. The competition is envisaged to have a launch at Lord's in June 2025 and be fully operational for the summer of 2026.

Key Responsibilities

1. Development and Delivery of the State School Cricket Competition

- Design, launch, and oversee a state school cricket competition, ensuring alignment with the MCC Foundation's mission and objectives.
- Work with schools, teachers, and coaches to increase participation and engagement in the competition.
- Establish clear competition structures, rules, and guidelines to ensure smooth operation.
- Identify and secure appropriate venues for matches and events.
- Promote the competition to schools and other relevant stakeholders, driving participation and awareness.

2. Fixture Management

- Create and manage the competition's fixture schedule, coordinating with schools, venues, and officials.
- Ensure timely communication of fixtures, results, and updates to all participants and stakeholders.
- Monitor and manage logistics for fixtures, including equipment, transport, and any health and safety considerations.

3. Programme Administration

- Maintain accurate records of participants, fixtures, and results.
- Prepare reports and updates for internal and external stakeholders, including funders and partner organisations.
- Monitor budgets and ensure the competition operates within financial parameters.
- Provide general administrative support to the broader MCC Foundation programmes as required.

4. Stakeholder Engagement

- Build and maintain strong relationships with schools, community groups, and cricket organisations.
- Act as the main point of contact for participating schools, offering guidance and support throughout the competition.
- Collaborate with MCC Foundation staff, regional hubs, and external partners to enhance the programme's reach and impact.

5. Evaluation and Development

- Monitor the competition's performance, gathering feedback from participants, schools, and stakeholders.
- Identify opportunities for improvement and growth, ensuring the competition remains inclusive and impactful.
- Contribute to the long-term strategy for engaging state schools in cricket through additional initiatives and programmes.

Person Specification

Essential:

- A passion for cricket and its ability to inspire and engage young people.
- Experience in planning and delivering sports programmes or events.
- Strong organisational skills, with the ability to manage multiple tasks and deadlines.
- Excellent interpersonal and communication skills, with the ability to build relationships with diverse stakeholders.
- Proficiency in administrative tasks, including maintaining records and preparing reports.
- Flexibility to travel and work outside standard hours, including occasional evenings and weekends.
- A cricket specific DBS.

Desirable:

- Knowledge of the UK education system, particularly state schools.
- Knowledge and experience of the UK cricket landscape, including but not limited to, the 39 county cricket boards and foundations.
- Experience working with young people, schools, or community sports initiatives.
- Familiarity with fixture scheduling and competition management.
- A full, clean driving licence.

What We Offer

- The opportunity to make a meaningful impact on young people's lives through cricket.
- A supportive and collaborative working environment.
- Opportunities for professional development and growth within the MCC Foundation.
- Access to an onsite gym at Lord's
- Cycle to work scheme

How to Apply:

To apply for the role of Programme Officer, please send your CV and a covering letter explaining your suitability for the role to careers@mccfoundation.org.uk. Applications close on Friday 31st January. Interviews will be conducted during the week commencing 10th February.

Due to the expected popularity of this role, only those shortlisted for interview will be contacted.