



MARYLEBONE CRICKET CLUB (MCC) JOB PROFILE

Staffing Administrator

Department: Catering
Reporting to: Staffing Manager
Contract: Fixed Term Contract – five months

DIMENSIONS OF ROLE

Hours: Five shifts of nine hours rostered between Monday to Sunday, including one hour unpaid lunch on each day worked; making a total of 40 working hours per week

KEY PURPOSE OF ROLE

- To take ownership of the administration of catering staffing at Marylebone Cricket Club (MCC) for all County and MCC Cricket matches; ensuring that staff (casual and agency) of the highest calibre are resourced at all times.
- To support the successful delivery of the Staffing function, and to assist with major cricket events, Meetings and Events (M&E), recruitment, training, payroll, uniform, taxi bookings and general office administration when necessary.

KEY TASKS AND ACCOUNTABILITIES

- Responsible for the successful coordination and delivery of casual staffing.
- Conduct a staff check-in for all County Cricket and MCC Cricket matches.
- Administration of County Cricket and MCC Cricket agency bookings.
- Drive brand representation and uniform standards throughout the recruitment process and within the existing casual team.
- Support new starter Zero Hour Contract administration, eligibility to work checks, referencing, vein scan registration and staff pass issue.
- Support the administration and maintenance of casual staff files and training records.
- Support payroll administration, as required.
- Conduct a staff check-in for Events & Experiences events, as required.
- Distribute staff feeding information, as required.
- Assist with the maintenance of staff noticeboards.
- Assist with the set-up/breakdown of the staff check-in/out area
- Support the policing of staff uniform standards and staff personal presentation
- Ensure the welfare and wellbeing of all staff at all times
- Assist with the completion of accident reporting
- Act appropriately as a representative of the Club at all times
- Attend relevant training courses and support other events
- Support other members of the Staffing Team when required
- Carry out any other reasonable request as directed by your manager

This job profile is not an exhaustive or definitive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in the job profile and duties might be amended as the job evolves in light of the needs of the business and/or at the discretion of management.

VARIATIONS OF JOB RELATING TO MAJOR MATCHES

- Attendance at all major match days, including weekends.
- Any other duties as required whether in the Department or elsewhere around the Ground.

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

HEALTH AND SAFETY

- At all times be responsible for the safety of yourself and others through adherence to MCC (and legal) safety rules and procedures
- To report any unsafe practices, equipment or circumstances as appropriate.
- Comply fully with relevant security policies and procedures.
- Be familiar with fire procedures and evacuation procedures and be prepared to operate when/if trained as a Fire Warden

PERSON SPECIFICATIONS, SKILLS AND QUALIFICATIONS

Essential

- Proficiency with MS Office, particularly Excel and Outlook
- Administrative experience and organisational skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills – polite, friendly and approachable
- High standard of written English
- Punctual, committed and flexible in working hours
- Resilient and can-do attitude
- Able to work under pressure and to tight deadlines

Written by: Louise Cope

Date: May 2021

Accepted by:

Date:

WORKING AT MCC



Gym



Canteen



Pension



Flexible
Hours



Tickets



Maternity



Health
Insurance



Cycle
to Work



Holiday