

Marylebone Cricket Club ('MCC')

Job Profile

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| Job Title Administration Assistant | Department Club Facilities |
| Reporting to Club Facilities Manager | |
| Dimensions of Role Hours: 09:30hrs to 17:30hrs, Monday to Friday (inclusive), including one hour unpaid lunch on each day worked; making a total of 35 working hours per week. | |
| Key Purpose of Role To undertake general office duties and provide administrative support in the Club Facilities Department. | |
| Key Tasks and Accountabilities <ul style="list-style-type: none"> ▪ Processing applications for events/tours/dinners etc. ▪ Administration and reconciliation of all cash, cheque and credit card payments and handling of related queries. ▪ Keeping accounts and liaising with the Department's Finance Business Partner to ensure accuracy. ▪ Supporting the Society Administrator with the organisation of events. ▪ Responding to queries telephone calls, e-mails and personal visits in a polite and timely manner. ▪ To carry out any other reasonable request as directed by your manager <p><i>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.</i></p> | |
| Variations of job relating to Major Matches <ul style="list-style-type: none"> ▪ Usual duties apply as well as providing additional cover for the M.C.C. Reception when required. ▪ Wearing of any required uniform ▪ Any other duties as required whether in the Department or elsewhere around the Ground. ▪ Attend at all Major Matches with extended hours as appropriate. | |
| Values and Behaviours <ul style="list-style-type: none"> ▪ Have a positive and proactive approach to all elements of the role. ▪ Take responsibility for own actions and outputs. ▪ Be respectful to all MCC employees, casual workers, Members and visitors. ▪ Actively promote team work by supporting others and sharing knowledge. ▪ Deliver high quality work/service in a timely way. ▪ Actively work to help improve standards across the Department. | |

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 Fire Warden.

Person Specifications, Skills & Qualifications

- Excellent organisational skills with accuracy and attention to detail.
- Administrative experience with some experience of organising events and working to budgets.
- High standard of spoken and written English.
- Uses initiative and is proactive.
- High standard of personal presentation.
- Working on cricket match days as decided by the Manager of the Department.
- Ability to work without supervision.
- Flexible approach to working hours.
- Knowledge of, and an interest in, Cricket and Golf.
- Previous experience in reception is desirable as some cover may be required.

Written by Hannah Ray**Date** December 2018**Accepted by****Date**