

## VACANCY HEAD OF EVENTS

The International Cricket Council ('ICC') is the global governing body for the sport, which administers all aspects of international cricket.

We are currently looking for Head of Events to oversee the strategic planning, management, and execution of ICC events, ensuring alignment with the organization's goals. This role involves high-level coordination and monitoring, working closely with stakeholders to ensure events are executed smoothly, safely, and in line with ICC's objectives. The Head of Events supervises individual event leads who handle the day-to-day execution, ensuring that all events meet the highest standards, enhancing cricket's global profile and delivering exceptional experiences for fans, players, officials, and partners.

### Principal Accountabilities

Responsibilities of the Head of Events include but are not limited to the following:

#### 1. Strategic Planning

- Align event strategies with the organization's overall goals and vision.
- Identify and capitalize on opportunities for growth and innovation in event production.
- Contribute to the host selection process, host agreements, and participation terms.
- Establish and periodically update the standards for event delivery across all ICC events.

#### 2. Event Management & Oversight

- Define objectives and KPIs for each event, aligned with ICC's strategic goals and delivery standards.
- Ensure timely appointment of individual event leads and formation of internal event teams responsible for the execution of specific events.
- Review and approve event leads' plans, including operating timelines, contingency, staffing strategies etc.
- Oversee the delivery of events, ensuring adherence to standards, budget, and timelines.
- Foster a culture of continuous improvement in event management.

#### 3. Budget Management

- Develop, manage, and monitor event budgets, ensuring financial efficiency and transparency.
- Present budget and procurement recommendations to relevant ICC committees and board for approval.
- Monitor and approve procurement processes, expenditures, and implement cost-control measures.
- Ensure timely approval of final event accounts prior to audit.
- Develop a strong understanding of event financials in various parts of the world. Collaborate with the ICC finance team to refine event cost and revenue models.

#### **4. Stakeholder Coordination**

- Coordinate with internal and external stakeholders (cricket boards, broadcasters, sponsors, vendors etc).
- Foster strong relationships with LOCs, host cities, and countries to ensure successful event delivery.
- Monitor and approve venue selection and ticketing processes.
- Oversee match schedule development, ensuring alignment with stakeholder needs.
- Collaborate with the marketing team on promotional strategies to maximize attendance and viewership.
- Work with Media Rights and Commercial Partnership teams to enhance commercial value and hospitality delivery.

#### **5. Performance Analysis & Reporting**

- Analyze financial outcomes, attendance, and participant feedback for each event.
- Prepare comprehensive reports and provide actionable recommendations for future events.
- Ensure the development and upkeep of ICC event toolboxes, standards, and policies.
- Prepare and deliver reports to relevant committees and the ICC Board.

#### **6. Compliance & Safety**

- Ensure all events comply with relevant regulations, standards, and guidelines.
- Oversee the development and implementation of health, safety, and risk management plans.

#### **7. Team Leadership**

- Lead and manage the events team, providing direction, support, and professional development.
- Foster a collaborative and high-performance team culture.
- Delegate effectively, empowering team members to manage their respective events independently.

### **Knowledge, Skills, Attitude and Experience**

- Bachelor's degree, preferably in Event/Sports Management, Business Administration, or related field. Master's degree preferred.
- 10-12 years of experience in heading event management, with a focus on sports, preferably cricket.
- Proven ability to delegate effectively, empowering team members.
- Strong leadership and team management skills, with a focus on development and mentorship.
- Exceptional time management, project management, and problem-solving skills.
- Experience working across different cultures, demonstrating adaptability.
- Strong financial acumen with budget management and commercial knowledge, preferably in cricket.
- Excellent communication and influence skills at all levels.
- Strategic and Creative big picture thinking combined with strong analytic skills.
- Strong Leadership and Stakeholder Management capabilities.
- Team Development and Mentorship.
- Financial Management and Risk Management.
- Strong desire to evolve and improve ICC events.

**JOB POSITION: HEAD OF EVENTS**  
DUBAI | AUGUST 2024

**Conditions of Employment**

- The role is based in our headquarters in Dubai, UAE.
- The selected candidate will be required to provide two recent work references: and
- The compensation offered will be commensurate with qualifications and experience.

If you feel that you can meet the challenge, please email your CV, with a covering letter detailing your current salary and benefits and expectations to [recruitment@icc-cricket.com](mailto:recruitment@icc-cricket.com).

***The last date to respond to this advert is Friday 6 September 2024.***