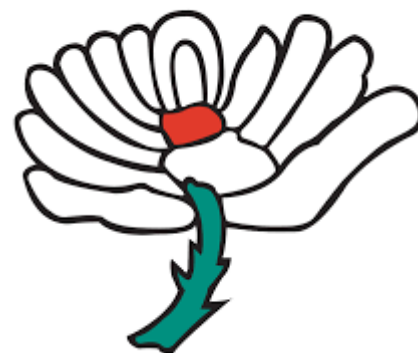


## JOB DESCRIPTION

The Yorkshire County Cricket Club



<b>Job Title:</b>	Project Manager – Strategic Projects
<b>Department</b>	YCCC – People and Strategy
<b>Reporting Line:</b>	Director of People, Strategy and EDI
<b>Salary Band:</b>	3 Manager / Specialist
<b>Location</b>	Hybrid (Headingley Cricket Ground)
<b>Employment Type</b>	Temporary - Part Time

### Job Purpose

We are seeking an experienced Project Manager / Programme Manager to lead the planning, coordination and delivery of The Yorkshire County Cricket Club’s (the Club’s) critical strategic projects. These projects sit at the heart of the Club’s strategy and span a diverse portfolio including stakeholder engagement, capital development, and investment-related initiatives.

The role will work closely with the Strategy Director and Executive Team to ensure that strategic projects are defined clearly, governed effectively, and executed to a high standard.

The role will design and implement a fit-for-purpose project management framework, embed it across the Club, and provide clear, insightful reporting that enables early identification and resolution of risks, issues and slippage.

This is a hands-on, autonomous role suited to a highly organised, confident and detail-oriented individual who is comfortable working with ambiguity, complexity and senior stakeholders.

### Key Responsibilities

Area	Responsibilities
Strategic project and programme deliver	<ul style="list-style-type: none"> <li>- Lead the planning and oversight of all strategic projects and programmes aligned to the wider Club strategy.</li> <li>- Translate strategic objectives into robust project and programme plans, including tasks, milestones, dependencies and critical paths.</li> <li>- Track and manage complex interdependencies across multiple projects and programmes.</li> <li>- Ensure projects are delivered effectively within agreed scope, timescales, cost and resource constraints.</li> </ul>

Governance, frameworks and tools	<ul style="list-style-type: none"> <li>- Design and implement a project and programme management framework tailored to the Club's needs.</li> <li>- Create and maintain standardised tools, templates and systems, including: <ul style="list-style-type: none"> <li>o Project and programme plans</li> <li>o Assumptions, risks and issues registers</li> <li>o Dependency maps</li> <li>o Cost, resource and capacity tracking tools</li> <li>o Executive dashboards and reports</li> </ul> </li> <li>- Establish clear governance, reporting cycles and decision-making processes for strategic projects.</li> <li>- Train and support Executive Team members and others in using project management tools and frameworks effectively.</li> </ul>
Monitoring, reporting and assurance	<ul style="list-style-type: none"> <li>- Monitor progress against plans, identifying risks, issues, slippage and emerging pressures early.</li> <li>- Identify cost and resource gaps and make clear recommendations to address them, where appropriate</li> <li>- Produce concise, easy-to-understand reports and dashboards for weekly Executive meetings.</li> <li>- Ensure all plans, registers and reports are accurate, up to date and prepared in advance of Executive discussions.</li> </ul>
Executive and stakeholder engagement	<ul style="list-style-type: none"> <li>- Work closely with the Strategy Director and Executive Team as a trusted advisor on project and programme delivery.</li> <li>- Hold regular one-to-one and group meetings with Executive sponsors to track progress and identify issues.</li> <li>- Challenge constructively where required to maintain delivery discipline, high standards and strategic alignment.</li> <li>- Support effective engagement with internal and external stakeholders across complex and high-uncertainty projects.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>- Demonstrate, at all times, a commitment to safeguarding children and adults</li> <li>- Contribute to the implementation of the Yorkshire Cricket Safeguarding policy</li> <li>- Report any safeguarding concerns in accordance with Yorkshire Cricket's Safeguarding Report Management Procedure</li> </ul>
Equality, Diversity and Inclusion	<ul style="list-style-type: none"> <li>- Demonstrate, at all times, a commitment to equality, diversity and inclusion behaviours, decision-making and working practices</li> <li>- Advocate the values of safety, dignity, fairness, equality and respect</li> <li>- Contribute to the implementation of the YCCC EDI Strategy</li> </ul>

Please note: This is not an exhaustive list and the role may be required to undertake additional roles and responsibilities as identified from time to time in order to meet the ongoing requirements of the company.

**Key Relationships / Stakeholders**

YCCC Executive Team

Delivery partners e.g. master planners

**Job Specification**

<b>Essential Criteria</b>	<b>M/C</b>
Minimum of 5 years' experience in a senior project management or programme management role.	<input checked="" type="checkbox"/>
Proven experience delivering complex, high-uncertainty projects with multiple interdependencies.	<input type="checkbox"/>
Strong experience working with senior leaders or executive-level stakeholders	<input type="checkbox"/>
Demonstrable experience building or significantly improving project management frameworks, tools and processes	<input checked="" type="checkbox"/>
Recognised project management qualification (e.g. PRINCE2 Practitioner, MSP, APM, PMP or equivalent)	
Knowledge of a range of project and programme management methodologies (e.g. waterfall, agile, hybrid approaches)	
<b>Desirable Criteria</b>	
Experience across a broad portfolio including infrastructure, capital development, investment and stakeholder-led projects.	
Experience working in strategy-led or transformation-focused environments.	
Familiarity with executive-level reporting and dashboard design.	

### Core Competencies

Time management	<input type="checkbox"/>	Ability to influence and negotiate	<input type="checkbox"/>
Attention to detail	<input checked="" type="checkbox"/>	Analytical skills	<input checked="" type="checkbox"/>
Confidentiality and discretion	<input type="checkbox"/>	Leadership skills	<input type="checkbox"/>
Interpersonal and communication skills	<input checked="" type="checkbox"/>	Initiative and proactive	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	Creativity and innovation	<input type="checkbox"/>
Flexibility and adaptability	<input type="checkbox"/>	Accountability	<input type="checkbox"/>
Able to work autonomously	<input checked="" type="checkbox"/>	Written communication	<input checked="" type="checkbox"/>

### Essential Certificates and Checks

Drivers License	<input type="checkbox"/>	Disclosure Barring Service Check	<input type="checkbox"/>
First Aid Qualification	<input type="checkbox"/>	ECB Coaching Qualification	<input type="checkbox"/>
Click or tap here to enter text.	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>