#

# Job Description

**Job Title** Senior Player Rights Executive

**Department** Cricket Department

**Reports to** Zoe Leonard, Senior Player Rights Manager

# Job Purpose

To co-ordinate the delivery and protection of current and former England Player commercial rights within the ECB/PCA Commercial MOU. To manage all TEPP and EWPP administration and support in the service provision of PCA relationship with TEPP and EWPP.

### Principal Responsibilities

**Commercial MOU**

* Work closely with the ECB commercial department to co-ordinate the delivery of appearances of specified commercial partners - approving appearance activity and content, and the process of securing players, briefing and logistics
* Maintain a log of all appearance fees and expenses, to report back to the Senior Player Rights Manager
* Attend appearances where required to help manage and support players
* Liaise with ECB and Senior Player Rights Manager to approve new individual sponsorship agreements
* Assist in the development and creation of the Player Agents Guide

**England Player administration**

* Oversee the player induction process for new players into TEPP and EWPP
* Ensure all TEPP and EWPP website content is relevant and up to date
* Ensure all relevant details are collected from new members of TEPP and EWPP and the necessary documentation is signed
* Maintain key England player databases (contact details, agents, bank details, IRCs, squads, ECB healthcare trust)
* Maintain all key commercial databases (individual sponsorships, player agents, ECB commercial partner rights)
* Deal with ad hoc requests from players and TEPP/EWPP Management Boards
* Book England player hotels and travel as and when required for appearances and PCA events

**Memorabilia**

* Manage memorabilia programme
* Organise and attend all signing sessions
* Coordinate payment of monthly Sportsframe invoice
* Manage Sportsframe contractual commitments and communication
* Liaise with players and Sportsframe to arrange the framing and delivery of their reserved personal items
* Annual memorabilia order
* Undertake annual memorabilia audit
* Manage ECB requirements
* Manage PCA requirements
* Monitor Commercial MOU commitment

**Phone Provision (TEPP)**

* Manage player phone provision
* Organise upgrades, new connections, bolt ons

**Family Provision**

* Work with the ECB and TEPP/EWPP to ensure the family provision provided to the England team is fit for purpose and appropriate
* Work with the ECB to arrange and manage the family provision programme
* Develop good working relationships with player families
* Organise the recharge of players annual interconnecting room costs

**Player Gifting Programme - England**

* Manage programme and co-ordinate with relevant departments
* Order gifts and arrange delivery

**Player Recognition Scheme - England**

* Manage programme and co-ordinate with relevant departments
* Order gifts and arrange delivery

**PCA England Legends and Player Access Programme**

* Assist in the delivery of player rights delivery for the above programmes, as and when required

# Working Relationships

TEPP

EWPP

PLAYERS

ECB

PCA Commercial team

PCA Communications team