



Job Title: PCAM Commercial Partnerships and Events Intern

Reports to: Aileen Phipps, Head of Commercial Partnerships

Department: Commercial Partnerships and Events

Job Purpose

The purpose of this role is to support the Commercial Partnerships team in managing and delivering value for sponsors and partners during our busy Summer period, ensuring contractual rights are fulfilled and activations are executed effectively. The intern will assist with day-to-day account management, research, reporting, and coordination across internal departments and external stakeholders, contributing to the development of innovative partnership strategies that enhance brand exposure and drive revenue growth.

Principal Responsibilities

- Support PCA commercial team at key events and match days with partner guests. Including greeting guests on arrival, guest list management, assisting with guest queries and organising event materials
- Issuing of match day tickets: ensuring tickets are correctly sent and guests receive all relevant information about the match day
- Review, document and analyse execution of partnership rights to ensure contractual obligations are fulfilled and we are demonstrating value to partners
- Research, analyse and present partner insights and competitor activity across both current partner portfolio as well as prospective partners
- Management of logistics for Most Valuable Player dummy trophies, ensuring they arrive at locations for winners on time
- Point of contact for PCA clothing requests, ensuring all staff members have appropriate clothing for their role requirements
- Ad hoc admin requirements to support the commercial partnerships team

What We're Looking For

- Strong attention to detail
- Personable, friendly and mature approach
- Methodical and organised, structured approach to tasks
- Good written and verbal communication skills
- Keen interest in marketing, commercial sponsorship or partnerships
- Good knowledge of sports and cricket in particular is a nice to have

What You'll Gain

- **Hands-on experience in partnership management** – Exposure to how sponsorships and commercial agreements are structured, activated, and measured within a rights holder organisation.
- **Understanding of the sports and entertainment business ecosystem** – Insight into how brands leverage partnerships for marketing objectives and how rights holders deliver value to partners.
- **Professional skills development** – Growth in project coordination, stakeholder communication, event management, data analysis, and creative problem-solving within a fast-paced commercial environment.

Work Details:

Term:	6 month contract starting mid April and ending on Friday 2 nd October 2026.
Hours:	Monday to Friday 9:00am to 5:30pm (37.5 hours per week) 1 day per week (typically Tuesdays) based at PCA offices in Elephant & Castle)
Evening and weekend work:	Limited. Predominantly at match days and events.
Location:	Must live within a reasonable commutable distance to the PCA office in Elephant and Castle
Salary:	£24,800 pro rata for the 6-month period, which will be spread over the 6 months and paid on a monthly basis along with any expenses incurred.

Closing date for applications: Friday 27th February

Interviews to be held mid March – 1st stage virtual interview and 2nd stage in person at PCA London Office.

Company-wide responsibilities

All employees, interns and volunteers have the following responsibilities

Health and Safety

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with all relevant policies and procedures.

Training & Development

- To undertake all reasonable training, learning and development activity designed to support you in your role.

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment.

Confidentiality

- Take responsibility for keeping all Information belonging to the PCA and its members confidential; not at any time directly or indirectly disclose to a third party or make use of any confidential information.

Data Protection

- To undertake to familiarise yourself with the data protection procedures set down by the Company as a result of the General Data Protection Regulations