

ITF ROLE OVERVIEW

JOB TITLE:	Senior Manager, Media Rights
DEPARTMENT:	Commercial department
REPORTING TO:	Executive Director, Commercial
LOCATION:	Roehampton, Southwest London (with some international travel)

We are currently working to a hybrid model requiring a mandatory minimum of 3 days working in our office based in Roehampton, London and as part of this, Monday and Tuesdays are 'anchor days' where all staff are obliged to work from the office.

International Tennis Federation (ITF) is the world governing body of tennis. Founded in 1913, its purpose is to ensure the long-term growth and sustainability of the sport, delivering tennis for future generations in association with its 213 member nations. The ITF oversees the rules and regulations that govern international and national competition.

The ITF is responsible for the worldwide development of tennis through its highly regarded Development Programme, its Science and Technical department which monitors equipment and technology, and its Officiating department which oversees the education and advancement of officials. The ITF is the owner and co-owner of the two largest annual international team competitions in tennis, the Davis Cup and Billie Jean King Cup (BJKC) by Gainbridge and manages the Olympic and Paralympic Tennis Events on behalf of the IOC and IPC. The ITF organises over 1,500 weeks of men's, women's and junior tournaments on the ITF World Tennis Tour, ITF Beach Tennis Tour, UNIQLO Wheelchair Tennis Tour and the ITF Masters Circuit. The ITF upholds the highest standards of integrity and is a partner in the International Tennis Integrity Agency.

The Role:

We are looking for a proactive Senior Media Rights Manager to provide best-in class account management and servicing to our Rights Holders with the primary responsibility for the execution and delivery of media rights partnerships with an interest in commercial sales. The relevant candidate will have at least 5 years' experience dealing with commercial sales processes and relevant administrative experience. The role will be key to facilitating and maximising the sale of ITF's global media rights by leading the process from initial discussion to key terms agreement and contracting.

All members of the broadcast team will be involved in operational and administrative duties with some crossovers of responsibility to ensure the smooth and efficient running of the department.

Responsibilities:

Media Rights

- Leading international rights sales from initial consultation, negotiations through to contracting;
- Management of Rights Holding Broadcast partners; understanding individual licences and ensuring all service obligations are met.
- Assisting with the management of our Media agencies, including but not limited to setting KPIs, internal reporting and generating new business
- Assisting with contracting and invoicing process with the Legal and Finance teams
- Maintaining records of rights & agreements, ensuring that contractual obligations are adhered to.

- ITF Circuit broadcast sales, exposure and engagement; Junior Davis Cup and Wheelchair Tennis, Beach Tennis.

As the needs of the business can evolve rapidly this role may change accordingly, therefore this document should be viewed as guidelines which are subject to change.

You will have...

- ✓ 5 years'+ experience in commercial sales processes and relevant administrative practices
- ✓ Experience negotiating commercial contracts
- ✓ Analytical skills critical to gather and interpret data, draw insights and make informed
- ✓ Strategic thinking mindset to support partners objectives and drive business growth
- ✓ Tried and tested planning skills – ability to prioritise and work on own initiative
- ✓ Excellent time management, skilled in delivery of multiple projects and delivering to hard deadlines
- ✓ Strong communication and negotiation skills with a professional approach
- ✓ Attention to detail – always striving for excellence;
- ✓ Asynchronous communication and ability to manage relationships across time-zones;
- ✓ Understanding of live sport broadcasting an advantage
- ✓ Integrity and accountability
- ✓ Commercial awareness with diplomacy and tact too
- ✓ Sound knowledge of the current tennis landscape and good understanding of the industry dynamics
- ✓ A foreign language would be desirable in addition to English (fluent written and spoken)
- ✓ A good sense of fun and humour and be a team player
- ✓ Flexibility. Weekend work and longer hours are part of the role when travelling.

What we offer....

- 25 days holiday per annum plus bank holidays
- Private Healthcare
- Group personal pension scheme, Life assurance and Wellbeing allowance (subject to conditions)
- Health Cash Plan
- Free lunch when working in the office (up to £9 per day)
- Complimentary healthy snacks and fresh fruit when working in the office
- Ride2Work Scheme
- Free parking on site
- 35 hour working week from Mon – Fri, with core hours of 10am-4pm – flexible start & end times. Longer hours and weekend work may be required when travelling.

Application Process

Send your cover letter and CV to itf@serv-recruitment.com with 'Senior Manager, Media Rights' in the subject field of the email, clearly indicating in your cover letter whether you require sponsorship or a work permit to work in the UK either now or in the future.

The ITF processes your applicant data in accordance with our Privacy Notice – Recruitment, which can be found on [our website](#).

A DBS check may be required of the successful applicant.

Equality, diversity & inclusion (EDI) is a fundamental priority for the ITF. Our philosophy focusses on embedding inclusive behaviours and processes across every element of our business practices.