

TITLE OF POSITION: Senior Programme Executive

REPORTS TO: Programme Manager

KEY RELATIONSHIPS

INTERNAL:

- Programmes Team
- STH Senior Management
- Finance Team
- Operations Team
- Ticketing Manager
- Marketing Campaign Manager
- IT Manager
- All Staff

EXTERNAL:

- Stakeholders/Rightsholder
- Web Developers
- Suppliers
- Merchandise Providers
- Brand Approvals

KEY RESPONSIBILITIES

STH UK is a leader in the creation of premium spectator experiences, through unique and innovative travel and hospitality programmes at global sporting events.

We require an experienced Senior Programme Executive to support the successful delivery of the contracts within the Programmes Team, which currently include but are not limited to ICC Travel & Tours and Roland Garros

ROLE SPECIFIC RESPONSIBILITIES

- Project management of events within the programme that are assigned to the Senior Programme Executive
- Proactively monitor the markets for black market activity
- Supporting the operational planning and delivery of client events during event time
- Securing event time travel and accommodation for Programmes team
- Supporting and working closely with the ticketing team on all aspects of ticketing within a programme
- Creating and managing budgets on assigned projects, ensuring profit delivery is maximised
- Processing PO's and Invoices
- Setting up and leading meetings where appropriate.
- Drafting agendas and minutes for meetings when required
- Managing inboxes and telephone lines, ensuring prompt replies to client queries
- Manage the brand approvals process for all marketing material, ensuring systems in place to ensure the prompt turnaround for agents
- Assist with the development, delivery and upkeep of Ticket Management Systems and Websites
- In conjunction with the finance department assist with client invoices, credit notes and reconciliation
- Work closely with the legal department when required, regarding supplier agreements, black market activity and legal documents
- Work with suppliers regarding packaging, gifts and uniform for event delivery
- Any other duties reasonably required by the business

KEY COMPETENCIES & SKILLS

- Keen attention to detail
- Ability to work well under pressure
- Time management
- Excellent written and verbal communication skills

- Previous experience working on a global event is desirable
- 1-3 years' experience in a similar role within an agency, stakeholder etc.
- An interest in sport and the commercial landscape associated to it
- Can be flexible with working hours when required.

COMPANY INFORMATION

Who are we?

[STH UK](#) is the UK based office of [STH Group](#), with offices in London, Tokyo, Auckland and Melbourne. Our infrastructure is underpinned by incredible shareholders of [Sodexo Live!](#) and [Mike Burton Group](#), enabling a truly global reach and service offering.

Through joining STH UK, you can be part of a motivated, empowered team that thrive on the excitement of working to bring fans to the heart of the action at the biggest sporting events in the world. We have a collaborative and driven culture and consider our team members our primary asset. We're proud to host a diverse team over multiple country offices and commit to ensuring we maintain and build an inclusive, progressive and collectively successful business. It's our team members individuality and commitment that enable us to maintain our high-performance, record strong engagement rates and offer internal development opportunities - ensuring that as we grow, they grow.

Our Company partners with event owners to make the biggest sporting events in the world even better! From the Olympic Games in London and Tokyo, the Cricket World Cup in England & Wales to the Rugby World Cups in Japan, England, New Zealand and France, our award-winning team cover the globe to create travel and hospitality programmes with one simple ambition – to leave sports fans knowing they have just been part of an experience of a lifetime.

We can't wait to discuss our opportunities further with you