

**TITLE OF POSITION:** Project Manager  
**REPORTS TO:** Strategy Director & General Counsel  
**NUMBER OF DIRECT REPORTS:** None  
**OFFICE LOCATION:** Sydney, Australia *(there will be extended support to UK and therefore working time-zones may be agile)*  
**CONTRACT TYPE:** Fixed term, October 2027

#### ROLE OVERVIEW

The Project Manager will provide project management and administrative support to the global and local leadership teams in execution and delivery of two major sporting events. This role is crucial in managing project timelines, key deliverables, meeting cadences, milestones, and actions, ensuring that all teams are aligned with the interdependent vision for success.

#### MAIN ACCOUNTABILITIES

- **Develop Project Plans:** Assist the global executive and local event leadership teams, in particular Australia GM and UK GM, in formulating detailed strategic and operational project plans, timelines, and schedules to ensure efficient project execution.
- **Monitor Project Progress:** Continuously monitor project progress and performance against established plans to ensure adherence to timelines and achievement of objectives.
- **Manage Project Milestones and Deadlines:** Oversee the setting and tracking of project milestones and deadlines, ensuring timely delivery and alignment with the overall project schedule to achieve successful project outcomes.
- **Prepare Reports:** Regularly prepare project status reports for global and event-specific stakeholders, developing dashboards to visualise project progress and performance metrics, thereby enabling informed decision-making.
- **Manage Risks and Issues:** Support the identification and tracking of project risks and issues, maintaining an up-to-date risk and issue log and ensuring all items are communicated to relevant parties to mitigate potential impacts.
- **Facilitate Communication:** Ensure timely distribution of project updates and documentation to relevant stakeholders to maintain transparency and alignment across project teams.
- **Provide Administrative Support:** Assist business executives by scheduling meetings, preparing agendas, and documenting meeting minutes to enhance organisational efficiency.
- **Analyse Data:** Collect, compile, and analyse project data, including monitoring project metrics and key performance indicators (KPIs), to support continuous improvement and strategic adjustments.
- **Support Project Activities:** Assist in the coordination of project-related workshops, training sessions, and other events, providing general administrative support to the global executive and local project teams to facilitate smooth project delivery.

#### KEY SKILLS

- **Proven Project Management:** Extensive experience in managing large-scale projects, preferably in the sports or event management sector.
- **Strong Organizational Skills:** Ability to manage complex projects and multiple tasks efficiently without compromising quality.
- **Effective Communication:** Skilled in articulating project goals and updates clearly to stakeholders at all levels.
- **Strategic Planning:** Strong capability in strategic planning and execution, with a proven track to deliver projects on time and within budget.
- **Stakeholder Management:** Experienced in building and maintaining relationships with diverse internal and external stakeholders.

#### DESIREABLE COMPETNCIES

- **Leadership:** Demonstrable ability to lead and motivate a team towards achieving project objectives.
- **Adaptability:** Capable of adjusting to new challenges and changing priorities in a dynamic environment.
- **Problem-solving Skills:** Excellent at identifying and resolving issues swiftly to keep the project on track.
- **Detail-oriented:** Meticulous attention to detail to ensure accuracy and completeness of project documentation and deliverables.

A passion for sports is beneficial but not essential.

## WHO WE ARE

[STH Group](#) is a [Sodexo Live!](#) company, with offices in London, Auckland and Melbourne, enabling a truly global reach and service offering.

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

At STH, you **belong to something greater**; our experiences are unique and so are our people. Bring personality, your background and your desire for delighting others; in return we'll give you all you need to thrive. Through joining STH, you will be part of an inclusive and driven culture, that focuses on collective success and empowerment; we thrive of making the memorable, unforgettable for thousands of global sporting fans. We champion the ethos of the sports teams we represent and ensure our culture is one that is opportunity driven, both for the customers we serve – and the people who make them possible!

## WHAT WE STAND FOR

STH Group identify the below values as fundamental commitments for every member of our team. Like the athletes we admire and connect with fans, we use these as our guiding compass in everything that we do, which supports a “one-team” mentality, culture-code and aligned directive.

- **Service Spirit:** We are customer obsessed, encouraging our teams to anticipate expectations and take pride in all services they deliver.
- **Spirit of Progress:** We strive to be trailblazers; we seek continuous improvement and innovation in everything that we do.
- **Team Spirit:** We thrive on winning together, delivering exceptional outcomes for our customers, employees, partners, and the communities in which we operate.