



EXECUTIVE PROGRAMME MANAGER – CHELTENHAM

WHO WE ARE

Superdry have been making world-class product for over 20 years, and we're proud of it. Our mission is to inspire and engage the contemporary style-obsessed consumer, whilst leaving a positive environmental legacy.

Together with our CEO, we have built a brand that has cut through the global apparel market at record speed, taking market share from brands that have existed for decades.

Our brand direction has never been stronger, evolving American Prep to resonate with a new generation of customers.

We are now on an exciting journey having reset our brand returning to our design-led roots and we are looking for talented people to join us.

THE ROLE:

This is a new role at the heart of how Superdry is run. Reporting to our Chief Financial Officer and working across the Executive team, you'll help our Exec spend their time on the decisions that matter most. You'll turn strategic priorities into clear plans, keep cross-functional projects on track and make sure what's agreed in the room gets delivered. You'll partner closely with our Finance and Legal teams, while your focus is on the Executive's ways of working and delivery. It's a varied, high-trust role for someone who is comfortable challenging senior leaders, handles confidential matters with discretion and gets real satisfaction from making things happen.

YOU WILL:

- Report into the Chief Financial Officer, while supporting the wider Executive team
- Run the operating rhythm for Exec and leadership meetings, including meeting structure, forward agendas, papers and actions, supporting minutes alongside the Company Secretariat
- Turn meeting outcomes into clear delivery plans, tracking decisions and actions through to completion and following up with owners, including the Exec themselves
- Translate company strategy into clear priorities, initiatives and measurable actions, and keep a close eye on progress against them
- Project manage key cross-functional initiatives, joining up activity across teams and flagging conflicting priorities, dependencies or resourcing issues early



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- Take ownership of important issues that don't naturally sit within one function, bringing the right people together to move them forward
- Prepare analysis, recommendations and briefing materials so the Exec have the right information in front of them ahead of major decisions
- Represent the Exec's viewpoint on projects and in meetings where needed, reporting back on progress at Exec meetings
- Spot emerging risks, organisational issues and opportunities that need Exec attention, and bring them forward with a clear view on next steps
- Partner with the Senior Governance Manager so that Exec and Board processes join up, with clear ownership on each side
- Support clear communication and alignment between the Exec team and the wider business, working with Internal Communications on key messages

YOU ARE:

For this role, finding the right person is much more important than the list of qualifications. You should be comfortable working in a founder-led, evolving business, thinking strategically and getting stuck in, and above all, be someone who keeps things on track and gets the job done across varied stakeholder groups and priorities.

The below list covers some of the experience you could have and skills we'll need, but we're still interested to hear from you if your experience looks different to what's listed here:

- An experienced project or programme manager, ideally holding a recognised project management qualification (such as APM, PRINCE2 or PMP)
- Experienced in a Chief of Staff, Executive office, strategy or PMO role or any other relevant role supporting senior leaders in a large, complex or multi-territory business
- Confident building trusted relationships at Executive and Director level, with the credibility to challenge and hold senior leaders to account on commitments
- Able to understand how senior leaders think and represent their viewpoint accurately when they're not in the room
- Commercially minded, with the ability to turn strategy into practical plans and measurable outcomes
- Analytically strong, able to pull data and insight together into clear recommendations and briefing papers
- An excellent communicator, both written and verbal, able to convey complex ideas simply using everyday language
- Highly organised, able to juggle multiple priorities and deadlines in a fast-paced and sometimes pressurised environment





Superdry & Co

AUTHENTIC PREMIUM OUTFITTERS

- Exceptionally discreet and trustworthy, handling sensitive and confidential business matters with the highest levels of integrity
- Proactive and comfortable with ambiguity, taking ownership of issues without needing to be asked
- Confident using Microsoft Office, AI and project management tools to plan, track and report on delivery
- A team player who enjoys working across functions and is excited to help shape a brand new role



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