

Create the greatest decade of extraordinary sporting moments, reaching, inspiring and uniting the nation.

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ROLE TITLE:	EURO 2028 Project Officer	
GRADE:	Grade 3 - £41,000 plus generous benefits	
LOCATION:	Office based (London, Loughborough, Manchester) with flexible hybrid working and some travel within the UK required	
REPORTS TO:	EURO 2028 Programme Manager	
INTERVIEW DATES:	Expected w/c 4 May 2026	First stage interviews (virtual calls).
	Expected c/c 11 May 2026	Final stage interviews (in-person, in London)

ROLE SUMMARY

As the UK Government's technical agency for major sporting events, UK Sport is playing a key partner role in supporting the successful staging of UEFA EURO 2028 across the UK & Ireland.

UK Sport will be responsible for:

- Overseeing the distribution, management and assurance of Exchequer funding to Host Cities in the UK, and UK&I 2028 Ltd – the special purpose vehicle established by the Football Associations to coordinate delivery of domestic partners responsibilities toward the tournament
- Overseeing a wider non-host city activation programme in England to spread the benefits of the tournament outside of the cities hosting matches
- Providing strategic, technical and financial support, advice and critical challenge to host city and delivery partners to improve outcomes for the tournament
- Providing technical advice to DCMS throughout the EUROs programme, to support its oversight, implementation and delivery functions
- Overseeing the tournament evaluation and impact assessment programme and coordinating all related requirements with football, government and host city partners
- Providing the secretariat function for the Government Partner Group and supporting Government Partner milestone planning and delivery

EURO 2028 PROJECT OFFICER

The EURO 2028 Project Officer will play a key role in supporting the successful delivery of UK Sport's EURO 2028 responsibilities. Working closely with the EURO 2028 Programme Manager, the postholder will provide high-quality project management support across a complex, fast-paced and high-profile programme of work, helping to coordinate planning, reporting, governance, risk management and stakeholder management across the wider EURO 2028 team. In doing so, the Project Officer will play an integral role in ensuring UK Sport's responsibilities are delivered on time and to consistently high standards.

This role offers the exciting opportunity to work at the heart of what will be the UK's largest and highest profile mega event in the 2020s - supporting the delivery of activity with significant impact and visibility, as part of a high-performing and ambitious team who care about what they do.

KEY RESPONSIBILITIES

Programme Management Support

- Assist the EURO 2028 Programme Manager in planning, tracking, and reporting on programme progress, collaborating with the Senior Management Team (SMT) to ensure their key milestones are captured and incorporated into programme planning
- Develop and maintain project tools, such as but not limited to project plans, dashboards, milestones trackers and roadmaps, ensuring updates are accurate and effectively communicated
- Maintain and monitor risk and issue registers, escalating critical items as required
- Where required, deputise for EURO 2028 Programme Manager at Integrated Programme Management Office (IPMO) meetings.

Governance and Reporting

- Support delivery of programme governance – preparing meeting papers, actions and dashboards for internal governance forums, meetings and working groups
- Ensure actions from governance forums are captured, assigned, and completed to agreed deadlines
- Assist with scheduling and forward planning of governance agenda items, ensuring scheduling aligns with upcoming programme milestones and key decision points.

Stakeholder Coordination

- Work collaboratively with the EURO 2028 team and external partners involved in EURO 2028 delivery
- Provide support to the EURO 2028 Programme Manager, EURO 2028 Lead and SMT, ensuring consistent project management standards across the programme
- Facilitate meetings where necessary, capturing outputs and following up on actions.

ADDITIONAL RESPONSIBILITIES

- Provide general administrative and coordination support to the EURO 2028 team, including but not limited to, managing documentation, document storage systems, scheduling activities, and supporting day-to-day operations.
- Lead and/or support on one or a small number of other projects within the wider EURO 2028 programme

KEY SKILLS, EXPERIENCE & ATTRIBUTES

Essential:

- Experience in a project or programme support role within a complex environment

- Strong organisational skills with the ability to prioritise competing demands
- Experience supporting governance structures, including preparing papers, minutes and action logs
- Understanding of project management methodologies (e.g. PRINCE2, Agile, MSP) and governance processes
- Confident communicator, able to work with senior stakeholders and multi-partner teams
- Advanced proficiency in Microsoft 365
- Ability to coordinate inputs from multiple sources and consolidate information effectively
- Comfortable working in a fast-paced environment with changing priorities
- A committed, collaborative and proactive team player
- A passion for the UK Sport's mission and the ability to manage relationships through UK Sport values

Desirable:

- Experience working within a multi-agency or partnership environment
- Experience of working on major event projects or understanding of major sporting event planning and delivery
- Experience managing document control processes, including versioning, access management, and maintaining accurate records
- Formal project management training or accreditation

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

EURO 2028 BACKGROUND

UK & Ireland celebrated making history following UEFA EURO 2028 being awarded in October 2023. This will be a unique and pioneering five-Association partnership to stage an amazing summer of football that will create memories to last a lifetime.

Contested every four years, the UEFA European Championship has been showcasing the continent's top football talent since its inception in 1960 and is the world's third largest sporting event. UEFA EURO 2028 is taking place across the UK & Ireland, who will jointly host Europe's top 24 men's national teams compete in a 31-day, 51 match tournament, attended by over 3 million spectators and with a global tv audience of upwards of 2 billion people.

As one of the world's largest and highest-profile sporting events, UEFA EURO 2028 will attract the attention of the sporting and major event communities, the media, and the public at large across the UK & Ireland, Europe and the World. With its unique hosting model, the event promises to spread the impacts and benefits of the tournament across the nations and communities of the UK and Ireland.

The government partners support the UK and Ireland Football Associations to deliver the tournament, and the partnership will continue to work together across governments and football associations throughout the tournament lifecycle. UK Sport is an enabling partner and will support this body and other partners throughout the tournament planning and delivery in a specific role as outlined above in this job description.

Roles in this programme at UK Sport are not directly operational delivery roles, (but may well be suitable to people with operational backgrounds); rather they are focused on supporting and enabling world-class delivery and ensuring that certain funded activity is delivered successfully, within budget and to the highest levels of probity and integrity.