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WE NEED YOU

WE'RE LOOKING FOR
Retail Project Executive

LOCATION:
Southeast – occasional Reading Office days

WORKING HOURS:
Monday – Friday, 37.5 hours per week

SALARY:
£35,000 - £40,000 per annum, depending on
experience

OTHER BENEFITS:
10% Bonus, Life Assurance, Discount portal, Aviva
Pension, HP Discounts, Company Sick Pay, ETHIC
Values - Employee of the month recognition

CONTACT TYPE:
Fixed Term Contract – 12-Months

REPORTING IN TO:
Strategic Product Training Lead

WE'RE LOOKING FOR A DETAIL-ORIENTATED & HIGHLY ORGANISED DELIVERY SPECIALIST

We are seeking a Retail Project Executive to support the delivery of a high-profile Hearts & Minds programme across the UK. This is a fast-paced, multi-layered programme involving a mix of digital platform delivery, live brand activations, and stakeholder coordination.

The role will play a key part in ensuring smooth day-to-day execution across multiple workstreams, supporting the Strategic Product Training Lead in driving pace, coordination, and quality. You will work closely with internal teams, external agencies, and client stakeholders to ensure all elements of the programme are delivered on time and to a high standard.

This is an ideal opportunity for someone looking to develop their career in programme delivery, gaining exposure to complex, large-scale initiatives.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

PROJECT DELIVERY LEAD

- Lead the planning and execution of the Hearts & Minds programme activity across multiple workstreams
- Coordinate timelines, deliverables, and resources to ensure smooth delivery
- Track project progress and flag risks or delays to senior stakeholders
- Own end to end programme delivery across multiple workstreams, ensuring clear priorities, dependencies, and milestones are managed effectively

DELIVERY & ACTIVATION LEAD

- Assist in the coordination of brand training activations, events, and digital engagement activity
- Support the rollout and ongoing administration of the digital platform
- Ensure all materials, assets, and communications are prepared and delivered on time

STAKEHOLDER & PARTNER MANAGEMENT

- Act as a key point of contact for internal teams and external partners
- Support communication between stakeholders to ensure alignment and clarity
- Assist in coordinating meetings, agendas, and follow-up actions
- Assist in preparing updates and materials for stakeholder reporting
- Support alignment of programme activity with wider objectives

OPERATIONAL GOVERNANCE & REPORTING INSIGHTS

- Maintain accurate project documentation, trackers, and reporting tools
- Support budget tracking and administrative processes
- Ensure all programme materials and assets are prepared and delivered on time
- Collect and collate programme data including engagement, attendance, and feedback
- Support the creation of reports and summaries for stakeholders

HP
Retail Project
Executive

- Identify trends and insights to support continuous improvement

INNOVATION & CONTINUOUS IMPROVEMENT

- Identify opportunities to improve processes and ways of working
- Support implementation of best practices across programme delivery
- Contribute ideas to enhance engagement and programme effectiveness

OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

- You'll have experience supporting projects, programmes, or events in a fast-paced environment, preferably within technology retail
- You're highly organised with strong attention to detail
- You'll have strong communication and coordination skills
- You'll have the ability to manage multiple priorities and workstreams simultaneously
- You're comfortable working with data, trackers, and reporting tools
- You'll have a proactive mindset with a willingness to learn and take ownership
- You'll have demonstrable experience in retail, training, or brand activation environments
- You'll have exposure to digital platforms or engagement tools
- You'll have experience working with agencies or client stakeholders

Our ETHIC values are at the core of everything we do, the way we think, the approach we take. These five values are qualities we look for in every single member of the Blue Square team.

