



Job Description: Sodexo Live!

Function:	Staffing Department
Position:	Staffing Support
Job holder:	TBC
Date (in job since):	June 2026
Immediate manager (N+1 Job title and name):	Head of People Operations
Additional reporting line to:	
Position location:	AMEX Stadium, Village Way, Brighton, BN1 9BL

1. Purpose of the Job

We are seeking an organised and proactive Staffing Support Administrator to join our Staffing Department at the AMEX stadium. This role is key to ensuring the smooth coordination of staff across match days and events, supporting a fast-paced and dynamic environment.

This is a part-time role (20 hours per week) with flexible working hours. Shifts will vary depending on business needs, typically covering 3 weekdays (Monday–Friday) alongside all match days and major events.

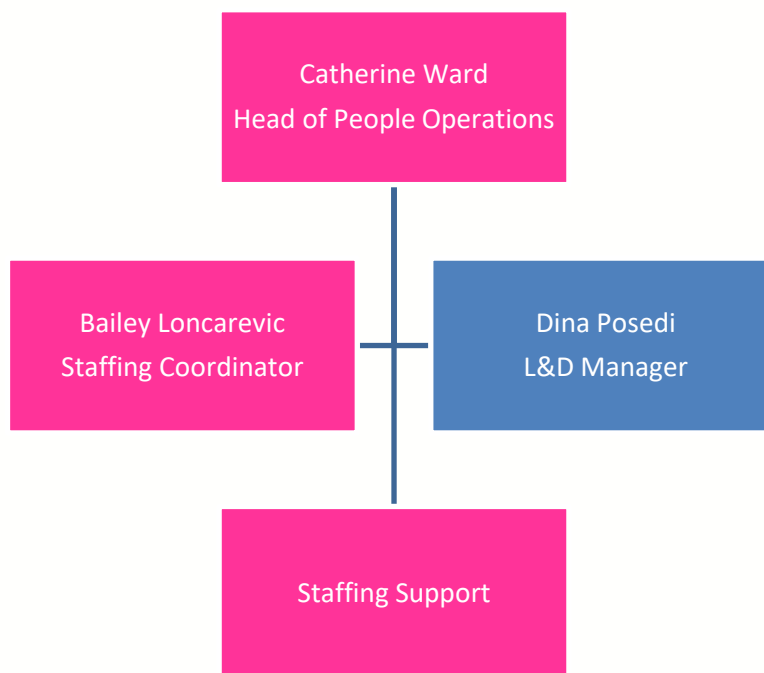
You will be working within a small team of four, where collaboration and teamwork are essential to success.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

The Staffing Department manages a large-scale casual workforce supporting high-volume event operations throughout the year. Key indicators of the scope and activity levels include:

- **Workforce Size:** Oversight of a casual workforce of approximately 900 staff, covering a wide range of operational roles.
- **Event Delivery:** Coordination and delivery of staffing for 20+ major match days per annum.
- **Peak Deployment:** Scheduling and managing up to 600 staff per match day, ensuring full operational coverage across all functional areas.
- **Scheduling Complexity:** High-volume rostering involving availability management, shift allocation, and last-minute adjustments across a large casual labour pool.
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3. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Monitoring and responding to staff requests and queries
- Communicating with staff via email and internal rostering systems
- Scheduling and coordinating staff for match days and events
- Supporting recruitment activity, including assisting with recruitment days
- Providing general administrative support to the staffing team

- **5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Highly organised with strong attention to detail
- Able to manage time effectively and prioritise workload
- A confident communicator with a good level of written English
- Comfortable using email and basic office systems
- A strong team player who enjoys working collaboratively
- Flexible and able to work all match days, including weekends
- Able to adapt to a fast-paced, event-driven environment

8. Management Approval – To be completed by document owner

Version	1	Date	
Document Owner			

9. Employee Approval – To be completed by employee

Employee Name		Date	
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