



Spectra

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SENIOR PROGRAMME DESIGN & PLANNING EXECUTIVE

Location: Park Royal, London

Company: Spectra – Destination Management Company

COMPANY OVERVIEW

SPECTRA is a leading London-based Destination Management Company (DMC), handling business and special-interest groups visiting Great Britain from overseas, primarily to attend corporate or association meetings and incentive travel programmes. With offices in London and Edinburgh, the company prides itself in superb customer service, creative product design and financial stability as a result of 75 years as a leader in the international DMC community.

THE ROLE

Spectra is seeking an experienced, creative and commercially aware Senior Programme Design & Planning Executive to take ownership of the design, development and planning of incoming group programmes across London and the UK. This mid-level role is suited to someone with proven experience in events & venues, destination management, travel, hospitality or a related client-service environment, who can translate client briefs into thoughtful, practical and inspiring programme concepts. Working closely with Directors and Project Directors, the successful candidate will play a key role in shaping proposals, managing supplier input, developing costed itineraries and supporting the smooth handover from sales and planning into operation.

KEY SKILLS AND ATTRIBUTES

- Strong planning, organisation and time-management skills, with the ability to manage several briefs or proposals at once
- A creative and commercially practical approach to programme design, guest experience and destination storytelling
- Excellent attention to detail and confidence preparing accurate research, costings, timings and planning documentation
- Strong written communication skills, with the ability to create persuasive proposal copy and itinerary descriptions
- Confident client and supplier communication skills, with good judgement and a professional manner
- Good computer literacy, including Microsoft Office, and confidence learning or using in-house proposal and database systems
- Collaborative, proactive and calm under pressure, with the maturity to prioritise, problem-solve and meet deadlines



EXPERIENCE

- Previous experience in events, travel, hospitality, destination management, venue finding, production, administration or a related client-service environment is required.
- Experience preparing proposals, itineraries, event plans, budgets or supplier briefs would be highly advantageous.
- Good knowledge of Britain, particularly London's hotels, venues, attractions, restaurants and experiences, would be a strong advantage.
- A genuine interest in the incoming M.I.C.E. industry, destination management and incentive travel is essential.
- Additional European languages are an advantage but not essential.

KEY RESPONSIBILITIES

- Take ownership of designing and planning creative programme concepts for incoming corporate, association and incentive groups.
- Interpret client briefs and develop tailored proposals that balance creativity, practicality, budget and operational feasibility.
- Prepare polished proposal content using Spectra's in-house systems, including itinerary copy, destination descriptions, supplier options and supporting visuals.
- Research and recommend venues, hotels, restaurants, experiences, attractions and services that support strong programme design.
- Build preliminary programme timelines, logistics plans, supplier options, costings and budget information for review by Directors or Project Directors.
- Liaise confidently with suppliers to source availability, rates, terms and creative options for guides, coaches, venues, entertainment and specialist services.
- Support client correspondence and follow-up activity during the proposal and planning stages, escalating where appropriate.
- Maintain and improve internal databases, supplier records, costs, photographs and proposal descriptions to support future programme design.
- Support site inspection planning, overseas sales trip preparation and familiarisation activity where required.
- Provide occasional support with on-site programme operation, using delivery experience to inform stronger planning and design.

Why Join Spectra

At Spectra, we pride ourselves on delivering **bespoke, innovative and memorable experiences** for our clients, built on a legacy of creativity and excellence. You will be part of a dynamic and collaborative team where your ideas and creativity will contribute to shaping the future of our brand.

If you would like to join the Spectra team, please submit your application and CV. Successful candidates will be invited to attend an interview shortly after the closing date. Applications should be emailed to spectra@spectra-dmc.com

