



Laura Collins – PA to the Project Team

As PA (which means Personal Assistant) to the project team I do a lot of work for Martin Perry, in regards to the development of the new stadium.

That involves keeping on top of the plans, making sure everything is as agreed per the contracts, and keeping a close eye on the consultants to make sure they don't spend more than we'd agreed!

There are around 300 plans altogether which I oversee, including structure plans, budget plans, and electrical plans. Every single plan to do with the American Express Community Stadium has got to be cross-examined throughout the project.

If there are any minor changes the project contractors, Buckingham Group, want to make, we have got to check it, review it and make sure everything else works with the new arrangement.

I also work for the operations manager, Richard Hebberd. He deals with both the Amex Stadium and Withdean, and I assist him by drawing up contracts for the stewards on match days.

I ensure the stewards are up-to-date with what is going on, and also manage their payroll. Currently there are almost 200 stewards at Withdean, and we are looking to expand that to around 300 when we move to the Amex Stadium.