



## **Product Portfolio Manager**

**Full-Time, Permanent**

**£30,000 per annum**

**Central London**

We are looking for a Product Portfolio Manager to manage I CAN's suite of over 50 educational products aimed at helping children who have speech and language communication needs. Working in the commercial arm of the charity you will be a key part of a small fun team that generates around £1million per year but with the ambition to greatly increase that figure.

The role is responsible for the production and management of the whole suite of products that includes accreditation schemes, training courses, a small membership base, DVDs, posters, books, and intervention packages. Because of the size of the team, you will also be required to cover for your colleagues, so there is scope to get involved with other parts of the business (finance, marketing, fulfilment, business development etc.).

This role requires someone who has experience working with a diverse product portfolio (preferably in an educational setting) with a high attention to detail and excellent planning skills. You don't need to be currently working at a managerial level, but there is a high degree of responsibility and so it will require a confident and organised individual who is comfortable working with minimal supervision and is able to 'get the job done'.

### **Key skills and experience**

- Experience of managing a portfolio of products
- Experience in an educational setting (although membership and training experience will also be considered)
- Good understanding of the print process including design, typesetting, proof reading, printing and production
- High attention to detail and demonstrable planning skills
- Comfortable dealing with content experts
- Event management experience
- Knowledge of Speech and Language Communication Needs is not essential but would be beneficial

In return I CAN can offer you an interesting role, in a fun team with the scope to get involved in a variety of projects to help develop your career. If that is not enough, you will also be helping to improve the lives of the nearly 1 million children that have issues with their speech and language.

Are you interested? Then take a look at our candidate pack before you decide. This informs you why I CAN exists, what we do, why we think this is a great place to work, what we can offer you and what our plans are for the year ahead. To apply, please send an up-to-date CV, along with a covering letter outlining how you meet the criteria for the role and what additional value you offer that is relevant to the post. We will be shortlisting against this criterion so do ensure you offer clear evidence. Completed applications should be sent to Neil Everett, Head of Commercial Services at [jobs@ican.org.uk](mailto:jobs@ican.org.uk) by 9am on 24 June 2019.

*I CAN is the children's communication charity. We are experts in helping children develop the speech, language and communication skills they need to thrive in a 21st century world.*

*I CAN is committed to equality of opportunity in employment and the safeguarding and welfare of children. We carry out the appropriate vetting and verifications on all staff. I CAN is an equal opportunity employer.*

*Registered Charity Number 210031; Scotland Charity Number SC039947*