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| The finer detailsWhich site am I based at?Yeo Valley HQWhich teams am a part of?Marketing TeamWho do I report to?Head of MarketingWho do I look after?n/aTeam size?n/aResponsibility for a budget?n/aExperience**Essential:*** **Project Management -** Demonstrable depth of experience in managing successful and multiple projects.
* **Problem solving** – Excellent troubleshooting skills and ability to analyse complex technical challenges & implement solutions. Support & mentor team members to reach solutions
* **Technical skills -** Strong experience in launch and go to market planning process including stage gate.
* **Communication** - Strong communication and people skills with the ability to build strong cross functional relationships
* **Leadership -** Strong leadership capabilities particularly around accountability and stakeholder management.
* **Organisation** - Proven ability to organize (documents, people, processes, reports)
* **Qualifications:** Minimum 5 years of experience in Project Management roles preferably within FMCG and within food.
* **Tools:** Proficiency in project management and Microsoft tools / applications.

**Desirable:*** Experience of working in FMCG and chilled food
* Artwork planning experience.
* Large Scale Capital Projects- Ideally experience in managing or supporting.
 | Marketing Operations ManagerJob descriptionThe purpose of your roleA key role in the YVP marketing team, that will govern and provide stewardship for our branded launch process and planning cycle as well as leading large complex projects. This will include leading the optimisation of these processes and embedding them to become recognised business wide tools. Successful delivery of this role will enable seamless collaboration, better decision making, and empower the relevant demand teams to work with pace and rigour to deliver impactful plans aligned to our company and brand goals.Using project management excellence and complex problem-solving expertise you will work closely with cross functional teams to deliver large projects and support others to develop their project management capabilities. **Your responsibilities:****Govern stage gate process:** * Accountable for leading & implementing a best practise Launch Process framework with a continuous improvement mindset.
* Lead the smooth running of all Gate meetings, ensuring all NPD & Innovation is managed through the process.
* Responsible for managing all reporting elements, tracking & approval criteria ensuring a high standard of reporting that enables good decision making and identification / escalation of risk.
* Collaborate with stakeholders to provide recommendations to improve efficiencies, resource planning & risk management. Ability to challenge the status quo to drive better business outcomes.

**Lead YVP Brand Product to Launch process:*** Lead the Product to Launch planning process to ensure Design to Print projects adhere to critical paths, quality and costs.
* Lead complex branded packaging projects from portfolio refreshes and redesigns to on pack promotions. This includes creation and maintenance of core project documentation as well as closure reports.
* Ensure adherence to brand guidelines and become a critical friend through good understanding of our brands and working closely with brand guardians.
* Embed best practice process and systems to empower teams. This will include becoming a fluent user of Flomation our artwork project tracking system.

**Embed & oversee annual brand planning cycle:** * Publish & lead the sequencing of key activities throughout the brand planning cycle. Liaise and collaborate with stakeholders to ensure timelines are maintained. Recommend opportunities for continuous improvements.
* Facilitation skills to lead key branded workshops.
* Lead the event management and co-ordination of annual brand day across our multiple brand portfolio.

**Lead business cases & continuous improvement** * Project planning and stakeholder identification
* Identifying risks & developing risk management strategies
* Coach team development of best-in-class project management skills.
* Recommend process improvement through utilising the principles of change management and best practise approach to executing change.

What good looks like for this role**General Profile:**The Marketing Operations Manager possesses advanced PMO expertise and practical knowledge for this discipline. They bring a deep understanding of an innovation gate process, governance, and stakeholder management, alongside a good knowledge of Brand marketing within the chilled food industry. The individual will have extensive experience in independently solving complex challenges to mentor and guide their wider stakeholder contacts to find solutions and manage risk. They will be comfortable in challenging the status quo within a senior leadership audience.**Business Expertise:**The Marketing Operations Manager has a comprehensive understanding of all key business functions and creating collaborative teams to achieve organisational goals. They apply this understanding to oversee the delivery of processes & business systems that support brand growth. Additionally, they stay informed about governance best practice, using this knowledge to drive improvements in the business processes and systems. **Leadership:**This role provides leadership through leading cross functional teams and business partnering. They must provide constructive challenge and identify / help resolve risks to ensure we remain focused on key priorities and can deliver successful bigger, better outcomes. They understand best practice decision making that is objective and solution are not binary.**Impact:**This role has a direct impact on ensuring launches are delivered on time and are feasible, viable and desirable as well as ensuring our brand planning cycle informs our business planning across all departments. They are guided by company policies, brand principles and departmental goals, but their contributions significantly affect the future impact across all departments. Their ability to lead effective process improvements will ensure the successful execution of product strategies and the achievement of departmental KPIs.**Interpersonal Skills:**This individual will frequently guide and influence internal stakeholders and external partners, to adopt new perspectives on process improvements or product launches. They must be skilled in presenting complex information in a clear, actionable way, building consensus, and aligning teams around process and change. They must exhibit energy, drive and can thrive in fast paced environment.  |
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### HR use

Date of last review: Job reference no: Job level:

Job family: