

Are you looking for a change in career that can offer you flexible working in an interesting purpose driven role?

We're the Portman Group, the UK's self-regulatory body for alcohol marketing and we are looking for someone to provide advice and training to the alcohol industry on our marketing rules. We have two Codes of Practice: the [Naming, Packaging and Promotion of Alcoholic Drinks](#) and the [Alcohol Sponsorship Code](#). Each Code outlines a set of responsible marketing rules that the alcohol industry must abide by. Our primary purpose as a regulator is to protect those who are vulnerable, particularly those who are under-18.

No previous experience of working in the alcohol industry or marketing regulation is necessary as full training will be provided.

Why you?

We're interested to hear from candidates who have experience in training, learning and development or stakeholder engagement.

We're specifically looking for someone who has the ability to speak to groups of people with a personable, informative style whilst teaching delegates the basics of responsible marketing in the alcohol industry. We're also looking for someone who can provide clear written advice to companies on how products and promotions may be viewed under our Codes of Practice. We're the only organisation of our kind in the UK which is why we are looking for individuals with transferable skills that we can train up on the specifics of the role.

Why us?

We're a small organisation with a big mission and we recognise the importance of a work/life balance. We can offer flexibility and understand that this looks different for each candidate. We're open to considering those who would like part time or compressed hours. At a minimum, we need someone to work three days a week spread across the week but there is scope for four days or a schedule that works around school hours for the right candidate.

Our office is based in Borough High Street and we currently work Tuesday/Wednesday in the office, with Monday, Thursday and Friday working from home. The nature of this role means that you will sometimes have to travel to deliver a training session in person which you can schedule within your work hours. With the shift to hybrid working, a large amount of our training is delivered virtually online.

You'd be joining an organisation with an important mission where protecting those under-18 plays a significant role in our regulatory work.

Benefits Package

- Salary £38-42k pro rata depending on hours
- Bonus scheme – potential to earn up to additional 8-10% of base salary depending on performance and length of service
- Optional contributory pension scheme (up to 5% of salary)
- Can be part time if requested (minimum of 3 days a week but open to flexi hours)
- Flexible working split typically between London Bridge office and working from home (for the right candidate we are open to discussing working from home with occasional travel for team days)
- 28 days annual leave per annum (pro rata) plus Christmas office closure

- Private Healthcare
- Season ticket loan.

You can find out more about our culture and benefits [here](#).

Details of role

- Deliver training and briefing sessions on the Codes and on alcohol social responsibility. This includes delivering sessions virtually and in person within the UK.
- Responsible for responding accurately and promptly to written requests for advice on product marketing from producers and their agencies alongside other members of the Regulatory Affairs Team.
- To raise standards of responsibility in the industry by undertaking proactive trademark searches of newly registered products and providing unsolicited advice where necessary.
- With the support of the team, provide internal and external reporting analysis of advice requests on a monthly basis.
- Monitor product innovations via social media and press publications to identify emerging trends and provide unsolicited advice where necessary.
- Support the team in drafting blogs, newsletters, industry advice pieces and an annual Regulatory Affairs Report.
- Support the team in wider regulatory communications, including distribution of content.
- To support the Regulatory Affairs team more widely by:
 - Attending industry events;
 - Assisting with the recruitment of new Code Signatories;
 - Providing project support as required.
- To be flexibly deployed on any other work as required by the Director of Regulatory Affairs or Chief Executive, taking into account the needs of a small organisation.

Skills, knowledge and experience:

1. Proven experience of presenting, delivering presentations or public speaking to varying levels of stakeholders, this can include teaching;
2. A personable and engaging presenting style;
3. Ability to make sound and consistent judgements;
4. Excellent written and oral communications skills to convey these judgements, with the ability to write clearly, accurately, concisely and appropriately to all correspondents;
5. A persuasive, authoritative manner with the ability to remain calm;
6. Excellent administrative skills and high standards of personal organisation;
7. Competence in use of Microsoft Office;
8. Ability to work on own initiative and be self-motivated as well as enthusiasm for being a team player in a very small organisation with a big mission.

If you would like to apply, please submit a cover letter and CV to people@portmangroup.org.uk. The closing date for applications is 5pm 10 May.