



The
Workforce
Development
Trust

Product executive

Job description

Job Title	Product executive
Department	Consultancy & Research
Reports to	Product Strategy – Principal
Location	Bristol Office, with hybrid working available
Pay Scale	£26,000 - £29,000k
Contract	Permanent
Hours	Full-time - 37.5 hours per week

The Workforce Development Trust

The Workforce Development Trust is a not-for-profit organisation that provides services that support employers to develop skilled, sustainable, and efficient workforces in the UK and abroad. We operate via our four brands; Skills for Health, Skills for Justice, SFJ Awards, iCQ Awards and People 1st International, which deliver specialist, targeted skills interventions to support a variety of frontline public services

Job summary

The Product Executive will provide coordination support across the full product lifecycle within the consultancy division. This includes assisting with product development, pilot delivery, documentation and ongoing product improvement. Working closely with the Head of Product and other internal teams, the Product Executive will support the organisation and coordination of product activities and related communications, contributing to the smooth running of product development and improvement processes.

Key responsibilities

- Support the Head of Product in the planning and execution of product strategies and initiatives.
- Conduct desk research to inform product development and improvement.
- Work collaboratively with the Head of Product and internal teams to support hands-on product development tasks, testing and iteration activities.
- Prepare and maintain key product documents, such as product descriptors and plans.

- Coordinate logistics and materials for pilot sessions, client workshops, and related events.
- Design, format, and refine high-quality presentations and documents in Canva and Microsoft Office programmes.
- Support the scheduling and preparation of product planning and review meetings.
- Gather and organise feedback data from clients to inform product evaluation and iteration.
- Collaborate with internal teams to support product launches and product related communications.

Person specification

Criteria	Essential	Desirable
Education and qualifications		
Relevant qualification or equivalent experience in a related field (e.g., product development, business, communications, or project management).	X	
Knowledge		
Awareness or interest in how products and programmes are developed, tested, and improved over time.	X	
Knowledge of how to create and adapt materials such as presentations, guides, and visual assets.	X	
Familiarity with digital design and presentation tools, including Canva and PowerPoint.	X	
Understanding of good document management practices, including version control, consistency in branding, and clear information design.		X
Experiences		
Experience in a product, coordination, communications, or project support role (including voluntary or internship positions).	X	
Experience using Microsoft Office programs and Canva to produce high-quality, visually engaging materials.	X	
Experience in working with products or services at any stage of their development or delivery		X
Exposure to working with cross-functional teams or external stakeholders		X
Familiarity with consultancy or workforce development environments		X
Skills and abilities		
Strong ability to convey information clearly through written and visual materials	X	

Clear communication skills with a strong attention to detail	X	
A proactive, can-do attitude with a willingness to learn and grow	X	
Excellent organisational and time-management skills	X	
Ability to handle multiple tasks and meet deadlines	X	
Ability to work collaboratively	X	

Job Description Completion

Name	Jo Parker
Job title	Product Strategy – Principal
Department	C&R
Date	November 7 th 2025

All job descriptions are subject to review. All post holders are expected to be flexible and prepared to carry out any similar or related duties that do not fall within the work outlined. The line manager, in consultation with the post holder will undertake any review.

Safeguarding

The Workforce Development Trust Ltd are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to share this commitment.

Equal Opportunities

The Workforce Development Trust Ltd are committed to eliminating unlawful discrimination and promoting equality of opportunity. Every employee has a personal responsibility to:

- Ensure their behaviour is not discriminatory.
- Does not cause offence.
- To challenge the inappropriate behaviours of others.
- Adhere to the Equal Opportunities policy.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act (1974), it is the duty of every employer to:

- Take reasonable care of themselves and for others at work.

- To co-operate with The Workforce Development Trust Ltd as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided, including personal protective equipment for Health and Safety or welfare at work.

The Workforce Development Trust Ltd will take all reasonable practical steps to ensure your health, safety, and welfare whilst at work. If employed, you must familiarise yourself with the Health and Safety policy and Fire Safety rules. It will be your legal duty to take care of your own health as well as that of your colleagues.

Confidentiality

Within this role there will be a need to use or be party to confidential information. The employee may not disclose any information of a confidential nature relating to The Workforce Development Trust Ltd or in respect of which The Workforce Development Trust Ltd has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or required by law.

The unauthorised use or disclosure of personal information no matter whether in verbal, written, or electronic format, or through negligence, is regarded as misconduct. Employees are expected to act with integrity both inside and outside the workplace.

Data Protection

If you apply for a position with the Workforce Development Trust, we will use the information you provide to assist in the recruitment and selection process. Under GDPR, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin, and health, amongst other things, is referred to as 'sensitive personal data'.

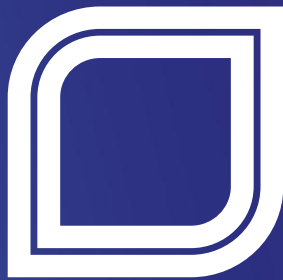
The Workforce Development Trust takes the security of your data seriously, and will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Workforce Development Trust will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, where necessary, the Disclosure and Barring Service to obtain necessary criminal records checks. The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Workforce Development Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Workforce Development Trust

may also need to process data from job applicants to respond to and defend against legal claims.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is deemed necessary. We will hold details of all applicants until the post applied for is filled. After which, if the candidate is unsuccessful, all documents held will be confidentially disposed of, both electronically and physically. Data will not be held for any longer 3 months of receiving an application. At the end of that period, your data will be deleted or destroyed. If you wish for your data to be destroyed before this period, you may contact the HR department and request for your data to be deleted. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Other Employment

You may not without prior permission in writing of The Workforce Development Trust Ltd, be employed or otherwise engaged in any other business, trade, or profession, either directly or indirectly in any capacity whatsoever.



**The
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Vertigo,
Cheese Lane,
Bristol, BS2 0JJ
Tel: 020 3074 1222



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