JD Production & Supply Chain Manager

Please send CV and cover letter to camilla@ifonlyif.co.uk. The application deadline is 16th October 2026.

Purpose

Leads the production and supply chain function, ensuring products are manufactured and delivered through a resilient, compliant and scalable supplier base. This role is responsible for building supplier partnerships, systems and processes that enable If Only If to grow with confidence while protecting product quality and brand standards.

Responsibilities

Production Planning & Delivery

- Translate the approved range plan into an executable production plan.
- Manage the production critical path from handover to delivery.
- Confirm supplier capacity against seasonal requirements.
- Balance factory workloads and production schedules.
- Identify production risks and implement solutions.
- Ensure products are production-ready prior to purchase order placement.

Production Management

- Own factory management.
- Raise and manage purchase orders following commercial sign-off from Merchandising.
- Confirm supplier acceptance, delivery dates and production schedules.
- Monitor production status and delivery milestones.
- Resolve production and quality issues.
- Monitor supplier performance against agreed KPIs.

Supplier Relationships

- Own day-to-day supplier relationships.
- Act as the primary contact for all manufacturing partners.
- Conduct supplier performance reviews.
- Lead supplier communication and issue resolution.
- Build long-term strategic supplier partnerships.

Supplier Strategy, Sourcing & Onboarding

- Lead supplier onboarding and implementation.

- Identify and source new suppliers to support future category growth, capability and capacity (e.g. knitwear, jersey, China, Portugal).
- Develop and maintain a resilient, diversified supplier base to reduce business risk.
- Assess supplier capability, quality, capacity and commercial suitability.
- Maintain supplier scorecards and performance reviews.
- Identify opportunities for innovation, new manufacturing capabilities and improved sourcing solutions.
- Support supply chain risk management and business continuity planning.
- Recommend improvements to supplier capability, efficiency and cost competitiveness.

Compliance & Governance

- Own the supplier compliance programme.
- Manage ethical standards and factory audits.
- Maintain supplier certifications and documentation.
- Ensure compliance with Modern Slavery legislation.
- Oversee product compliance requirements.
- Ensure readiness for UK, US and EU market requirements.
- Manage corrective action plans and ongoing compliance monitoring.

Product Operations & Systems

- Lead the implementation of the Product Lifecycle Management (PLM) system.
- Own PLM administration, governance and continuous improvement.
- Standardise product development and production processes.
- Maintain product data integrity and a single source of truth across Design, Merchandising, Product Development and Production.
- Develop supplier manuals and process documentation.
- Train internal teams and suppliers on product systems and processes.

Cross Functional Collaboration

- Partner with Product Development & Buying, Design and Merchandising throughout the product lifecycle.
- Provide supplier, production and capacity insight during seasonal planning.
- Communicate production risks and mitigation plans proactively.
- Support successful seasonal launches.