

JOB PROFILE: PROCUREMENT MANAGER

Role:	Procurement Manager	Date profile last reviewed:	June 2026
Name:		Reports to:	Director Resources

MAIN SUMMARY OF ROLE:

Provide professional expertise and guidance on procurement process including sourcing, purchasing, contract negotiation and supplier relationship management across multiple teams including welfare support to beneficiaries, housing provision, fundraising activity and facilities management.

Lead the development and implementation of effective procurement processes, ensuring high-quality, cost-efficient service delivery across the organisation.

Responsible for supporting all stages of the procurement process within the Fund including tendering, sourcing suppliers and contract management ensuring the processes are efficient, commercially sound and cost-effective.

Collaborate with budget holders across the Fund to ensure procurement activities support business plans and overall strategy.

KEY ACCOUNTABILITIES/RESPONSIBILITIES:

- Ensure there is expenditure efficiency and visibility across all teams in the Fund and that procurement controls are robust.
- Ensure there is sufficient analysis to inform expenditure decisions.
- Act as a cost reduction lead and responsible for ensuring that value for Money is secured, and contracts are structure in the best interest of the Fund.
- Ensure there is effective supplier relationship management that best serves the interests of Fund and mitigates risks around procurement and contracts.
- Ensure that agreed contract templates are rolled out and used across the Fund.
- Ensure that the necessary contract registers are maintained and that contracts are properly managed.
- Provide support in contract negotiations
- Drive value-for-money initiatives and develop additional commercial opportunities.
- Provide expert training and guidance on procurement processes.
- Identify and develop opportunities for strategic supplier relationships.
- Develop, implement, monitor, and review contract management activity and provide commercial advice on contract governance.
- Assist with procurement processes for critical supplies including welfare support to beneficiaries, housing provision, fundraising activity and facilities management.
- Provide training as and when required.

COMPETENCIES REQUIRED FOR THE ROLE

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Leading & Supervising • Working with People • Adhering to Principles & Values • Relating & Networking • Writing & Reporting • Analysing 	<ul style="list-style-type: none"> • Deciding & Initiating Action • Learning & Researching • Achieving Personal Work Goals & Objectives • Adapting & Responding to Change

QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE

Academic or Professional Qualifications (or equivalent):

Essential

- Expertise in competitive tenders, contract negotiation, and supplier management.
- Professional purchasing qualification e.g CIPS

Desirable

- Educated to degree level or equivalent.

Knowledge/ Experience:

Essential

- Proven experience in procurement and contract management
- Expertise in competitive tenders, contract negotiation, and supplier management.
- Experience of managing multiple contracts of various values
- Contract law

Desirable

- Experience of working within the charity/non-profit sector

Skills/Abilities:

Essential

- Excellent communication and interpersonal skills.
- Able to work in a fast paced environment.
- Able to propose and implement solutions to problems

Desirable

Other Requirements:

- To carry out any other duties that is within the scope of the job as requested by the Director Resources

Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME:

Date: