



**START
SOMETHING**

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Head of Procurement	PAY BAND:
FUNCTION:	Procurement	Support Delivering Specialist/Managerial
THE TEAM:	The Procurement Team overarches support, comms, and guidance to the Trust in all procurement matters, reinforcing a strong framework of internal control and appropriate authorisation levels.	Technical Lead/Function Head Senior Leadership Team

WHERE YOU WILL FIT

CEO	CFO	Head of Procurement
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

By ensuring assurance of our supply chain resilience, value for money and ethical trading, this role will help underpin all of the good work PTC do by strengthening its governance to minimise risk and to support its financial backbone. It will also ensure all money spent on suppliers under our income contracts is reclaimable, delivering our contractual responsibilities.

WHAT WILL YOU DO?

-  Overall responsibility for the delivery of Procurement across the Trust, including the management of risk and compliance to legal frameworks (Public Contract Regulations, Charities Commission, The Bribery Act, Modern Slavery, Social Value Act)
-  Developing the Trust's response to legal frameworks put in place in the sector, briefing the Executive Team on these and suggesting changes in practise to ensure compliance.
-  Developing and managing the strategic direction of Procurement in line with the direction of the Trust and with oversight from the Chief Financial Officer
-  Ensuring policy is always followed, understanding and advising on the Charities Commission spending policies and the Public Contract Regulations, feeding into the development of income streams to ensure procurement is always considered and we can deliver what is being suggested
-  Decision making on policies and strategies, developing new approaches as required, rolling these out across the Trust
-  Responsible for The Trust's procurement team's activity with relevant stakeholders across the Group, including quoting, tendering and due diligence
-  Monthly reporting to the CFO on progress of deliverables against Procurement Plan, including feeding in any risks and issues, and the Breach Log
-  Undertaking reviews of the Trust's total spend, the development of Business Cases for changes to practise to support cashable savings
-  Establishing a schedule of supplier contracts for the Trust detailing values, expiration/renewal dates, contract management contacts, internal contract leads, and any other information key to the effective management and review of our preferred suppliers.
-  Producing insightful reports for a range of senior audiences in respect of our current supplier infrastructure, or business cases in support of new high value or complex contract awards. On occasions, presenting these to the Executive Committee or to Trustees.
-  Working alongside finance colleagues. Specifically, contributing to the budget setting and review process in respect of likely supplier spends, changes in likely purchasing behaviours, targeted yearly savings, etc.
-  Development and maintenance of a skills map for the team, ensurance any gaps in knowledge or skills are addressed and there is always a progression and sucession plan
-  Running of complex high-risk and high-value procurements that are linked to key strategies. Ensuring risks are considered from all angles and process mapping with stakeholders to ensure understanding and that any new designs are fit for purpose
-  A focus on developing and supporting EDI in the workplace, and supply chain (via Social Value)



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THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Excellent stakeholder (internal and external) management and engagement	Stakeholder management is an essential soft-skill, we need to ensure ours are kept informed and up to date, in a friendly and non-judgemental manner. You will be working across all levels of the PTC so this is essential.
Excellent communication skills	Communication is an essential soft-skill, we need to ensure ours are kept informed and up to date, in a friendly and non-judgemental manner. You will be working across all levels of the PTC so this is essential.
In depth understanding of the Public Contract Regulations (2015)	They need to be able to advise on this and train the team in any skills gaps
Knowledge of the importance of EDI in the workplace	PT is an EDI focussed organisation and needs managers to understand and develop this culture in their teams.
Understands the Charities Commission policies on spending	They need to understand this to be able to manage it, however this is less in-depth and complicated than the PCR 2015 and so desirable not essential - most of it is based on the same principles
Experience	Why do we need this?
Ability to multitask and be flexible.	This role has a lot going on and is very busy - the correct person will need to multi task to be able to meet objectives
Contract Management	They need to understand this to advise the rest of the team on best practise
In depth understanding of, and experience of managing, risk in Procurement	Risk management will help them make decisions on how to suggest routes to market to stakeholders, they will also need to be cognizant of this to be able to manage the workload
Experience running complex, multi stakeholder, tendering processes	They will need to advise on this to the team.
Experience in running mini-competitions or arranging call offs under National frameworks	They will need to advise on this to the team
Experience of running process mapping and stakeholder engagement sessions	They will be leading and advising on this so need to understand good practise and how to process map
At least 7 Years of Procurement Experience with at least 2 years at Senior Management/Deputy Head of Procurement	To fully understand the role of procurement, and its strategic and operational remit in an organisation.
Public Sector and/or Charity procurement experience	For a better understanding of our procurement ethics and the Laws which we have to follow when spending money. Private Sector Procurement focuses on different areas of the supply chain and would not be relevant here.

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience of mapping skills matrices	This can be learnt if the person is a self starter, but would be good if they've done it before
Experience in the management of people	They will be responsible for day to day management of the Procurement team
Experience of using eTendering systems	They will be doing this with very little support from the main team
Skills & Knowledge	Why do we need this?
Understanding of the Social Value Act	An overview of understanding would be useful, but this is something that they can learn on the job is required
Good Microsoft Office suite skills (Teams, Excel, Word, PowerPoint)	To produce reports and benchmarking etc
Understands the Charities Commission policies on spending	They need to understand this to be able to manage it, however this is less in-depth and complicated than the PCR 2015 and so desirable not essential - most of it is based on the same principles
Self Starter	They will need to hit the group running without too much input from the Strategic HoP
CIPS Level 4 or above qualified	CIPS is the chartered body for procurement professionals, this is not essential but shows commitment to the profession and an agreement with the CIPS code of ethics.

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The Prince's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT GEN (Gender Equality Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBT Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works at a technical lead or head of level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do</p> <p>You keep young people and our end goal in mind</p> <p>You instil trust in others through consistency, professionalism and being accountable for team success</p> <p>Resilient and determined in the face of challenges</p> <p>You're authentic, bringing unique talents to work and encouraging others to do the same</p> <p>Role models integrity and acts according to our Values</p>	<p>You understand the internal & external factors that demand change and innovation from The Trust</p> <p>You lead change processes with skill & positivity and help others see the benefits and opportunities</p> <p>You take an entrepreneurial approach to improve how we do things</p> <p>You take steps to further own development, coaching others to do the same</p> <p>You encourage a culture of constant improvement</p> <p>You role model a positive & constructive approach to giving and receiving feedback</p>	<p>You're approachable, clear and inspiring</p> <p>You effectively communicate information throughout The Trust</p> <p>You challenge the thinking of others and raise issues in a diplomatic, non-judgemental way</p> <p>You seek to understand multiple perspectives, listening to others' concerns or barriers before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues</p> <p>You bring the team together in pursuit of shared purpose</p> <p>You manage relationships with multiple stakeholders, gaining buy-in and balancing their different priorities</p> <p>You share knowledge and information</p> <p>You build a broad range of trusting relationships both across The Trust and externally</p> <p>You have a broad organisation knowledge and awareness of how actions in one team will affect others</p>	<p>You translate The Trust's vision into a vision for your own team, making long-term plans and setting goals accordingly</p> <p>You make decisions through establishing facts, considering consequences and making sound judgements</p> <p>You address obstacles, finding workable solutions</p> <p>You set quality standards & challenge others to maintain them</p> <p>You empower the team and place trust in them to take ownership and deliver results</p> <p>You manage resources to maximise their impact and deliver results</p>

THE WELFARE OF OUR YOUNG PEOPLE

The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment we undertake basic disclosure checks in accordance with the Codes of Practice for all roles within the Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.