



**Ambitious  
about Autism**

# Procurement Manager (6 month FTC)

Job description, 2026

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# Job description

<b>Job title</b>	Interim Procurement Manager (6 month FTC)	<b>Team</b>	Finance and Planning
<b>Job band</b>	£38,615 - £46,144 (depending on skills and experience)	<b>Reporting to</b>	Director of Finance and Planning
<b>Hours</b>	35 hours per week, Monday-Friday.	<b>Line manages</b>	N/A

**Approved by:** Director of Finance and Planning

**Updated:** March 2026

## Role Purpose

As Interim Procurement Manager, you will lead a focused programme to strengthen and standardise the charity's procurement and supplier management practices, with particular emphasis on supplier selection, due diligence, risk assurance and data protection compliance.

You will establish and maintain a central supplier register and contracts database to improve visibility, governance and oversight. A key priority will be identifying and risk-rating existing suppliers and ensuring robust onboarding, due diligence and ongoing assurance arrangements are in place — particularly in relation to data protection, information security and supply continuity — for both existing and new vendors.

Working closely with colleagues across the organisation, you will provide practical advice, tools and support to enable compliant and effective procurement activity, helping managers to navigate processes confidently and manage supplier relationships consistently and effectively.

This interim role offers a valuable opportunity to make a tangible contribution to the future success of Ambitious about Autism. You will help shape and embed proportionate, ethical and compliant procurement practices across the charity, ensuring adherence to relevant legislation and regulatory requirements, with a strong focus on data protection and supply chain assurance.

The successful candidate will bring strong commercial acumen and a proven track record of managing end-to-end procurement activity, including tendering, supplier due diligence and contract management, alongside experience in data-protection-related procurement.

Given the interim, project-based nature of the role, we are seeking a proactive, delivery-focused professional who can quickly embed themselves in the organisation and leave a lasting improvement to how procurement operates.

## Key accountabilities and dimensions

### **Procurement Governance and Supplier Management**

- Lead a time-limited programme to strengthen procurement governance across the charity, with a clear focus on supplier due diligence, assurance and ongoing relationship management.
- Design and implement a centralised, accurate and maintained register of all suppliers, including risk classification and key contractual information.
- Establish and embed a contracts database to ensure appropriate storage, visibility and oversight of supplier agreements, renewals and key obligations.
- Provide clear reporting on progress, risks and emerging issues to senior stakeholders.
- Ensure procurement and supplier management practices support wider organisational governance, risk management and regulatory compliance.

### **Risk, Due Diligence and Data Protection**

- Develop and implement a proportionate supplier risk assessment framework, identifying high-risk and critical suppliers across the organisation.
- Ensure appropriate onboarding, due diligence and ongoing assurance arrangements are in place for existing and new suppliers, with particular emphasis on:
  - Data protection and GDPR compliance
  - Information security and data handling
  - Business continuity and supply assurance
- Review and support the implementation of appropriate contractual controls, including data processing agreements and clauses relating to confidentiality, information security and compliance.

### **Procurement Delivery and Advisory Support**

- Provide pragmatic advice, tools and guidance to colleagues and managers across the charity to support compliant and effective procurement activity.
- Support end-to-end procurement activity as required, including market engagement, tendering, evaluation and supplier appointment.
- Enable managers to manage supplier relationships more effectively, promoting consistency, value for money and appropriate oversight.

### **Capability Building and Change**

- Champion good procurement practice across the organisation, embedding proportionate, ethical and compliant approaches.
- Develop practical templates, guidance and processes to support sustainable improvements beyond the life of the interim role.
- Build strong working relationships with key stakeholders across finance, IT, data protection and operational teams to support successful delivery.

### Other duties:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equity, Diversity and Inclusion policy and procedures
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice.
- Any other duties commensurate with the role.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by your line manager.

# Person specification

<b>Role and band competencies</b>	<b>Essential</b>
<b>Specific knowledge, experience and technical skills</b>	
1. Proven experience of leading end-to-end procurement activity, preferably within a complex organisation such as a charity, public sector or regulated environment.	X
2. Demonstrable experience of supplier due diligence, risk assessment and assurance, including onboarding and ongoing supplier management.	X
3. Strong understanding of data protection requirements within procurement and supply chains, including UK GDPR, data processing agreements and supplier compliance monitoring.	X
4. Experience of establishing or improving supplier registers, contracts databases or procurement governance frameworks.	X
5. Strong stakeholder management skills, with the ability to influence, advise and support colleagues at different levels of the organisation.	X
6. Excellent organisational, problem-solving and negotiation skills, with a practical, solution-focused mindset.	X
7. Ability to work at pace, prioritise effectively and deliver tangible outcomes within a fixed-term or interim context.	X
8. Knowledge of public sector or charity procurement principles and proportionate application of procurement regulations.	
9. Experience supporting procurement in relation to heavy data vendors.	
10. Professional procurement qualification (e.g. CIPS) or formal training in procurement, contracts, commercial management and/or data protection.	
11. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
<b>Personal attributes</b>	
1. Proactive, highly motivated and delivery-focused.	X
2. Comfortable operating with a high degree of autonomy while working collaboratively.	X
3. Clear communicator, able to translate procurement, risk and data protection requirements into practical guidance.	X
4. Committed to ethical procurement, good governance and continuous improvement.	X
5. Aligned with the values and mission of Ambitious about Autism.	X
6. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

# How to apply

Stage	Timescale
Closing date for applications	<b>Sunday 5 April 2026</b>
Candidates informed of outcome of application	<b>W/C Monday 6 April 2026</b>
Interviews (these will be conducted online via Teams)	<b>W/C Monday 13 April 2026</b>

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, [jaxford@ambitiousaboutautism.org.uk](mailto:jaxford@ambitiousaboutautism.org.uk)

## Equal opportunities monitoring

*Ambitious about Autism is committed to fostering equity, diversity, and inclusion at every level of our organisation. We warmly welcome applications from all qualified candidates, valuing the diverse backgrounds, experiences, and perspectives they bring. We encourage applications from individuals regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender identity or expression, marital or civil partnership status, pregnancy or parental status, disability, or age.*

*Our recruitment process promotes equal opportunities, and we are committed to providing reasonable adjustments for candidates with disabilities or additional needs throughout the recruitment process. Please contact our Recruitment Team for accommodations. We recognise disability as a physical or mental impairment that significantly and long-term affects a person's ability to perform day-to-day activities, as defined by the UK Equality Act 2010. All applications will be considered solely on merit, aligned with our mission to support autistic children and young people.*

*Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check. As part of our Safer Recruitment checks, an online search maybe carried out in line with Keeping Children Safe in Education.*

*The Safeguarding responsibilities of the post as per the job description and personal specification.*

*Whether the post is exempt from the rehabilitation of Offenders Act 1974 and the amendment to the Exceptions Order 1975, 2013 and 2021. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS Filter Guidance.*

# We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

## Contact us

The Pears National Centre for Autism Education  
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ [info@ambitiousaboutautism.org.uk](mailto:info@ambitiousaboutautism.org.uk)

🌐 [ambitiousaboutautism.org.uk](http://ambitiousaboutautism.org.uk)

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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 03375255.

Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.