



Chief Operating Office - Efficiency and Sustainability

Job Title:	Procurement Officer
Reporting to:	Procurement Manager
Dogs Trust Grade:	E
Location:	London office

Job Purpose

The Procurement Officer is responsible for helping the charity source and acquire the best possible products and services for our needs, across a number of categories, all while ensuring we get the most value for money. They will support the Procurement Manager with the development and delivery of a high-quality and cost-effective procurement and contract management services, deputising for the Procurement Manager as and when required.

Overview of the Department/Team

Dogs Trust is the largest dog welfare charity in the UK with a nationwide network of rehoming centres and charity shops. Dogs Trust annually cares for over 15,000 dogs; we never put a healthy dog down. Current turnover is in excess of £110m and is still growing and staffing levels are approaching 1,500 FTE.

Under the leadership of the Chief Operating Officer, the Efficiency and Sustainability, Finance, IT, Governance and Risk and Legal teams provide professional business advice and central support to Dogs Trust. These traditionally 'back-office' teams work closely with the rest of Dogs Trust to enable them to work more efficiently and effectively to deliver our mission.

The procurement function has been introduced as a new department in the Efficiency and Sustainability team in a response to the growing need to work in a more cost-effective, sustainable, and strategically commercial way. This role will need to work closely across the whole charity and be responsible for supporting the implementation of the procurement function. This will include influencing and coaching senior leaders and driving cultural change to increase the commerciality of the charity and implementing best practice when it comes to procurement activity.

Key areas of accountability

Conduct thorough research and source a wide range of products and services from reputable and ethical suppliers.

Negotiate contracts with vendors to secure the best possible prices, terms, and delivery schedules.

Maintain strong relationships with existing suppliers and actively build a network of new contacts.

Monitor and analyse our spending to identify cost-saving opportunities and ensure efficient resource allocation.

Ensure all procurement activities comply with UK charity regulations, procurement and financial policies, and best practice.
Stay up to date on market trends and industry developments within the dog welfare and procurement sectors.
Review existing contracts with the aim to generate realistic and sustainable savings through restructuring of the contract and/or negotiation with supplier
Provide ad hoc procurement advice to teams/individuals within the charity
Any other reasonable duties.

Person Specification

Essential skills, qualifications, experience, and attributes

Understanding and experience of working in a procurement function.
Demonstrable experience across a number of procurement categories.
Excellent negotiation and communication skills, both written and verbal, with the ability to build strong relationships with internal and external stakeholders, including suppliers.
Strong analytical and problem-solving abilities with a focus on cost-effectiveness.
Meticulous attention to detail and a commitment to accuracy in record-keeping, with the ability to work under pressure, delivering to strict deadlines and manage conflicting priorities.
Proven ability to work effectively within a budget and achieve cost savings.
Excellent knowledge and use of Microsoft Office products (Word, Excel, Outlook, and PowerPoint).
Proficiency in procurement software.
A genuine passion for dogs and animal welfare.

Desirable skills, qualifications, experience, and attributes

Experience working within the UK charity sector.
Knowledge of IT Service Management and Fleet Management
Knowledge of ethical sourcing practices and responsible supply chains.
A valid UK Driving License (if required for site visits to suppliers).
Experience with project management methodologies.
Experience using relevant UK procurement legislation and regulations.

Additional information

Working hours are 9am to 5pm, this includes a degree of agile working which will require a minimum of 2 days a week based at the London office in Angel.
Last revised: July 2024



