YOUR NEW ROLE AT THE TRUST

JOB TITLE:	**Procurement Manager**	**PAY BAND:**
FUNCTION:	Finance & Performance	Support Delivering **Specialist/Managerial** Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Procurement & Commercial Services team is integral to orchestrating the Trust's efforts in procurement and financial bid support, ensuring the strategic acquisition of resources and the competitiveness of financial bids. This team is essential for the Trust to achieve its operational goals and maximise its impact in line with its values, objectives, and the conditions set by partners and stakeholders.	

WHERE YOU WILL FIT

CEO	CFO	Head of Procurement	**Procurement Manager**

HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

This role ensures The Trust secures the best value for money and ethical sourcing in its procurement activities, allowing more resources to be directed toward supporting young people. By maintaining a resilient and well-managed supply chain, this role helps The Trust to operate efficiently and fulfil its commitments to funders, partners, and stakeholders. Procurement also plays a key role in driving social value and equity, diversity, and inclusion (EDI) in the supply chain, further enhancing the impact The Trust has on young people and their communities.

WHAT WILL YOU DO?

- Lead and manage procurement tenders, ensuring compliance with both public sector and internal procurement regulations.
- Promote procurement best practices across The Trust, embedding policies and processes that improve governance and financial resilience.
- Provide expert advice on procurement risks, influencing stakeholders to adhere to due diligence and procurement policies.
- Collaborate with internal teams to drive value for money and support key strategic procurement projects.
- Conduct due diligence checks on new vendors and oversee supplier setup in financial systems.
- Monitor and report on procurement deliverables against the Procurement Plan, highlighting any risks or issues to the Head of Procurement.
- Manage nationwide supplier contracts, ensuring performance meets strategic key performance indicators (KPIs).
- Mentor and oversee the Procurement Coordinator, supporting their development and workload management.
- Conduct and oversee competitive quoting exercises when required.
- Analyse supplier data and pricing to benchmark and drive cost efficiencies.
- Manage social value initiatives within the supply chain, ensuring alignment with The Trust’s values.
- Responsible for actively contributing to an equitable, diverse, and inclusive workplace.

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 management and engagement (internal & external)	Ensures procurement decisions align with The Trust's objectives while maintaining strong relationships with suppliers and colleagues.
Strong communication skills	Enables clear, effective procurement advice and reporting while fostering collaboration across departments.
Understanding of procurement governance and compliance	Ensures procurement activities align with legal and regulatory requirements, particularly in the charity and public sector.
Negotiation and influencing skills	Helps secure favourable terms with suppliers and ensures procurement policies are followed across the organisation.
Analytical and problem-solving skills	Essential for evaluating supplier proposals, identifying risks, and making data-driven procurement decisions.
Experience	**Why do we need this?**
Ability to manage multiple tasks and priorities	The role is fast-paced with multiple concurrent projects requiring strong organisational skills.
Contract management experience	Ensures supplier contracts are effectively managed and strategic KPIs are delivered.
Experience running competitive tendering and quoting processes	Supports the fair and transparent selection of suppliers to maximise value for money.
Experience developing procurement strategies	Ensures The Trust takes a proactive, strategic approach to procurement rather than reactive buying.
Experience in supplier performance management	Ensures that suppliers meet contractual obligations and provide value for money.
Experience arranging mini-competitions or call-offs under national procurement frameworks	Ensures The Trust leverages national frameworks effectively for efficiency and compliance.
Previous experience in a procurement role	Provides a solid understanding of procurement's strategic and operational impact within an organisation.

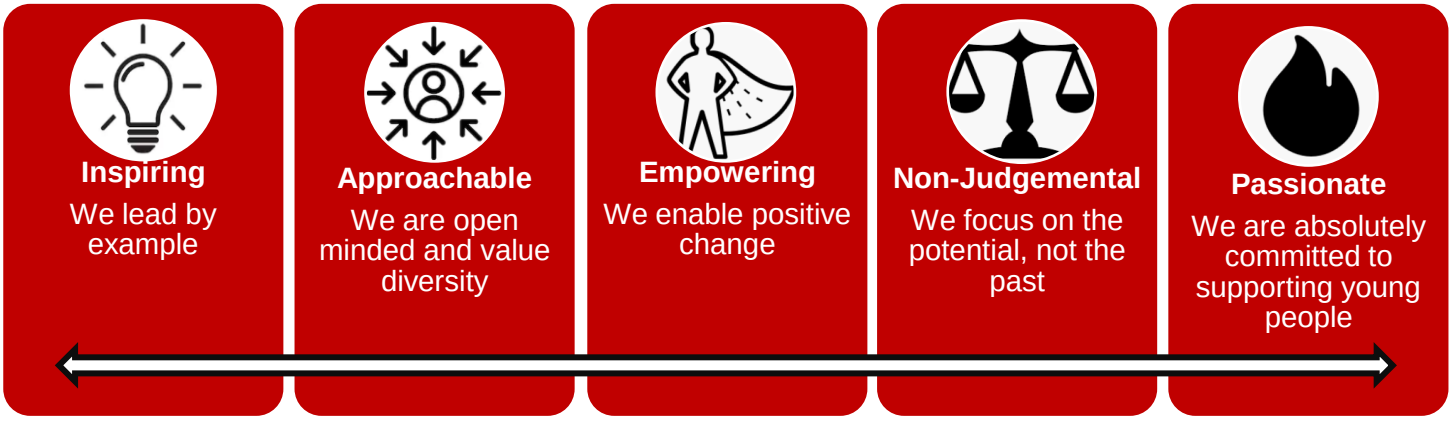
WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience in public sector and/or charity procurement	Provides a strong understanding of procurement ethics and legal requirements (e.g., Bribery Act, Social Value Act, Modern Slavery).
Experience using eTendering systems	Supports efficiency and compliance in managing procurement activities.
Experience delivering procurement training or workshops	Helps embed procurement best practices across the organisation and upskill non-procurement staff.
Experience in procurement data analytics and reporting	Supports informed decision-making through the use of procurement metrics and insights.
Skills & Knowledge	**Why do we need this?**
Proficiency in Microsoft Office (Excel, Teams, Word, PowerPoint)	Enables analysis of supplier pricing, document management, and effective remote collaboration.
Self-starter with the ability to work independently	Ensures proactive problem-solving and ownership of procurement processes.
CIPS Level 4 or above qualification	Demonstrates commitment to procurement professionalism and ethical standards (not essential but beneficial).
Knowledge of ESG (Environmental, Social, and Governance) considerations in procurement	Supports sustainable and ethical sourcing practices in line with The Trust's values.
Understanding of contract law	Provides additional expertise in managing supplier agreements and mitigating risks.

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 King'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 KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and PULSE (LGBTQIA+ 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 specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through a passion for what we do You keep young people and our end goal in mind You build trust in others through reliability and holding self-accountable for success Resilient in the face of challenges, not taking constructive criticism personally You're authentic and bring unique talents to work, encouraging others to do the same You role model integrity and act according to our Values	You champion change initiatives and help others see the benefits and opportunities You take an entrepreneurial approach to improving how we do things You seek opportunities to enhance your own development and build expertise You role model a positive and constructive approach to giving & receiving feedback You support others in adapting to change	You're approachable, clear and assertive You cascade important and relevant information to others clearly and swiftly You treat people as individuals, tailoring communication and influencing style accordingly You communicate difficult messages and challenge others' thinking effectively You listen to and empathise with others to understand the root of situations before responding	You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required You share knowledge and information You build and invest in relationships across The Trust You use awareness of how your own team fits within the wider organisation to find solutions	You translate The Trust's long-term vision and strategy into actionable plans & targets You take responsibility for making and implementing logical, data-based decisions You're flexible and responsive as priorities and requirements change You seek solutions and solve problems, empowering others to do the same

THE WELFARE OF OUR YOUNG PEOPLE

The King'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 per 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.