

Senior Procurement Manager

Candidate information

Together we make it possible



We are Affinity Trust.

Affinity Trust is a social care provider and charitable organisation, supporting approximately 1,000 people with learning disabilities and autism across England and Scotland. Since we were established in 1991, we have been steadily growing and expanding our services to ensure that more people with learning disabilities and autism can live active and fulfilling lives in their local communities. Whether enabling people to live in their own homes, giving opportunities to enjoy community-based activities, or supporting people into work, we aim to ensure that those we support can live life to the full.

We are committed to promoting diversity and inclusion and taking action to address inequality. We particularly welcome applications from anyone who is from a black, Asian or minority ethnic background, anyone who considers themselves to have a disability and members of the LGBTQ+ community.

Our approach

At Affinity Trust, we are all about possibilities.

The people we work with have goals to achieve and milestones to reach.

We plan, communicate, and deliver with and alongside people, not for or in place of them.

By challenging harmful assumptions and championing positive change, we empower people to live the life they choose.

We build meaningful relationships and make connections in our communities. We help to create safe and stimulating environments for them to live in. We are bold, passionate, and creative in exploring different ways of doing things.

At Affinity Trust, it is possible to live your life, your way.

It is possible to feel ambitious and supported. Courageous and reassured. Independent and encouraged.

It's not one or the other.



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Our purpose and values

Supporting people to live their life their way is our purpose.

To achieve this, we share values that drive our decisions and influence our culture and impact as an organisation in the communities where we work.



People are at the heart of everything we do.

We listen, we learn, we build on strengths



We give our best.

What we do matters. Good days and bad. We take responsibility.



We work together.

We are one team and value people's strengths and differences. We are open and trusting with each other.



We have courage.

We try new things. We are creative and adaptable.

Senior Procurement Manager

Job description

What is the role?

Affinity Trust is undergoing significant procurement change. An Exec-sponsored procurement project has been underway for the last few months to identify an operating model from which the maturity and effectiveness of procurement within the organisation can sustainably grow further.

To support this objective, Affinity Trust wishes to appoint an experienced procurement professional to engender change and work collaboratively to drive the business forward, both internally and externally, to increase control, procurement influence and deliver tangible value.

Working with the business as a Procurement Centre of Excellence, you will need to combine a strategic procurement methodology with 'hands on' implementation, identify opportunities in collaboration with stakeholders and take accountability for delivering them. The remit will cover the full end-to-end supply chain from requirements through to supplier relationship management and purchase-to-pay processes. Savings delivery will be a key aspect of the role, balanced with delivering the needs of the people we support, internal stakeholders and overall business objectives.

Business areas have historically conducted their own procurement, so effective stakeholder management will be critical in this role. It will be extremely important to quickly gain credibility and build strong relationships with senior internal stakeholders, in an environment where procurement is not always mandated. Procurement within Affinity Trust is not subject to public procurement regulations.

You will need to build on and embed the procurement approach that has been developed to date, as well as introducing further best practice and support and help the business in applying it. This is a role that will require an adept and confident communicator to win 'the hearts and minds' of all business areas, across all levels.

Over time it is expected that you will develop a procurement strategy to support the longer-term aspirations of the business.

What will you deliver?

1. **Strategic Leadership:** Lead the development and delivery of the organisation's procurement strategy in line with our mission and growth ambitions. Develop and implement best practice procurement, contract management and supplier management processes and tools and create an environment where these are consistently adopted across business areas.
2. **Operational Effectiveness:** Develop and implement sourcing strategies for key spend areas, working collaboratively with business stakeholders to deliver a combination of quick wins and longer-term strategic initiatives. Lead tenders, conduct negotiations and manage contracts and SPRM (Supplier Performance and Relationship Management).
3. **Risk and Regulatory Compliance:** Ensure our supply chain is appropriately risk-managed and fit for purpose to support the needs of the people we support and our stakeholders.
4. **Business Value:** Identify and deliver tangible value improvement opportunities (financial, performance and risk) within Affinity Trust's end-to-end supply chain.
5. **Partnership Working:** Build and maintain effective relationships with strategic and critical supply partners to foster collaboration, innovation and optimise value.
6. **Leadership & Business Partnering:** Lead cross-functional teams on sourcing projects promoting a culture of value for money, collaboration and accountability. Develop Affinity Trust's understanding of procurement and capability through effective communication, coaching and mentoring.
7. **Corporate Leadership:** Build strong and effective relationships with members of the senior leadership teams, collaborate and contribute to corporate goals and objectives.
8. **Financial Management:** Provide input and support to the business planning process by providing information and insights into forecast 3rd party expenditure, cost avoidance and savings opportunities.
9. **Purchase to Pay:** Support the business in developing and implementing purchase to pay efficiencies and best practice.

What experience, knowledge, and skills are needed?

Essential

- Education to degree level or equivalent in a related subject.
- Successful, multi-year track record in a procurement organisation.
- Extensive category management, contract management and supplier management experience gained across a broad range of indirect categories.
- Proven track record of delivering sustainable cost savings, performance efficiencies and risk mitigation.
- Strong analytical, negotiation and contracting skills, including contract drafting.
- Experienced leading and implementing category strategies in a complex, non-mandated environment.
- Strong knowledge of procurement best practice tools, processes and systems including purchase-to-pay.
- Excellent stakeholder management skills, with the ability to engage a wide range of stakeholders
- Ability to coach, develop and lead project and cross-functional teams.
- Experienced in change management - rolling out system, process and organisational change.

Desirable

- Member of Chartered Institute of Purchasing and Supply or an equivalent relevant professional body.
- Experience working within the care sector and / or a regulated environment.

Next steps

Are you ready to join us?

Working Pattern

Hybrid working with minimum 2 days per week in the Thame, Oxfordshire head office.

Salary and benefits

The salary for this role is circa £60,000. We also offer a range of great benefits, and this list is still growing

- 31 days annual leave pro-rata (including bank holidays), which we increase the longer you are with us
- Cycle to Work Scheme
- We offer Wagestream - a money management app that gives you access to a percentage of your pay as you earn it
- Blue Light Card - All work and no play is not fun, so enjoy discounts in your favourite shops, restaurants, travel and great days out, provided at no cost to you
- A 24-hour Employee Assistance Programme for you and your family members
- Life Assurance and Pension scheme
- Company-funded health cash plan
- Ability to buy additional holiday

Apply today

We're transforming how we support our people.
Are you in? We want to hear from you.

We're committed to being Disability Confident and we guarantee to interview all applicants with a disability who meet the minimum criteria for the vacancy.

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