

JOB DESCRIPTION



National Star

Realising the aspirations
of people with disabilities

Procurement Manager

ORGANISATION RESPONSIBILITIES:

Reports to:	Finance Team Management
Liases with:	All internal departments Finance Department Suppliers
Line management:	Specialist Procurement Coordinator

CONTEXT OF ROLE:

National Star is a national disability and education charity with over 1,300 employees based in England and Wales. Established more than 55 years ago, we support hundreds of young people with disabilities to achieve their potential each year.

As well as running the highly successful running the National Star College in Gloucestershire and two day colleges in Hereford and South Wales we also provide long-term living accommodation for young adults with disabilities and a programme of adult community learning courses.

The charity has a total gross income of over £43 million, and expenditure of nearly £42 million (of which £8.7m is non-employee costs). We have a growing portfolio of charity shops across Gloucestershire and Herefordshire and run several social enterprises including StarBistro, StarGlamping and StarGolf.

National Star is a registered charity and operates a group company structure (currently two subsidiary companies), with an expanding estate and range of assets, together with an increasing number of services. Primarily, its income is from commissioned delivery of education, care and health from over 50 local authorities with additional project, trading and charitable fundraising activities.

MAIN PURPOSE OF ROLE:

To create and implement clear strategies for buying goods and services to enable National Star to deliver a cost-efficient and high-quality service.

The Procurement Manager will be responsible for overseeing all procurement activities at National Star and will develop the Procurement Policy and Procedures to ensure that the organisation has the

right processes in place to be able to source the best value products and services in the most efficient and sustainable manner, buying local wherever possible.

This includes sourcing suppliers, negotiating contracts, contract management, managing relationships with suppliers, ensuring the timely and cost-effective supply of goods and services, and maintaining compliance with procurement policies and procedures. The role will involve close collaboration with various teams to ensure that all organisational needs are met while adhering to National Star's values and budgetary constraints.

KEY TASKS:

1. Procurement Strategy and Planning:

- Develop and implement a procurement strategy that aligns with National Star's overall goals including procuring sustainable products and services.
- Assess the organisation's procurement needs and ensure that the right equipment, services, and suppliers are available to meet operational demands.
- Identify cost-saving opportunities and process improvements to enhance efficiency and reduce procurement expenses

2. Supplier Management:

- Work with Heads of Departments to source and evaluate new suppliers, negotiating contracts and terms to secure the best value.
- Build and maintain strong, long-term relationships with existing suppliers to ensure continued service excellence.
- Monitor supplier performance and resolve any issues related to delivery, quality, or service.

3. Contract Negotiation & Management:

- Lead with negotiations for contracts and agreements with suppliers, ensuring favourable terms and compliance with the organisation's policies.
- Responsible for renewing specific central contracts including Utilities in line with sustainability values.
- Support with negotiations and compliance for contracts for areas of the organisation that manage their own procurement processes such as IT, Site Services and Marketing.
- Review and manage contracts, ensuring that they meet legal, regulatory and data privacy standards.
- Maintain a system for tracking contract milestones, renewal dates, and performance metrics.

4. Procurement Process Management:

- Understand the entire procurement cycle, from purchase quote to delivery and payment.
- Ensure Procurement Procedures and Processes are fully documented, including keeping the supplier terms and conditions up-to-date with any changes to procurement regulation and legal requirements.
- Run competitive tender processes as required to support supplier and contractor selection
- Lead on liaison with purchasing consortia such as The Consortium, Crown Commercial and Crescent Purchasing Group to gain best value and access to framework agreements where appropriate and to support compliance with public procurement regulation.

- Ensure that all procurement activities are in line with National Star's policies and procedures, and are compliant with procurement regulations, legal requirements and ethical standards.
- Understand VAT treatment for our specialist purchases and ensure exemptions are in place where applicable.

5. Budget & Cost Control:

- Work with budget holders to keep within their budget, ensuring adherence to financial constraints.
- Work with department heads to prioritise purchases and optimise spending.
- Support with processes and initiatives to reduce risk.
- Implement cost-control measures and track savings generated through procurement activities.

6. Reporting & Compliance:

- Track and report key functional metrics to reduce expenses and improve effectiveness, reporting on key performance indicators (KPIs), such as cost savings, supplier performance, and procurement timelines.
- Ensure compliance with all relevant laws, regulations, and internal policies governing procurement processes, including any additional Environmental Reporting relating to the Supply Chain.
- Responsible for the annual Modern Slavery Statement and ensuring the supply chain is free from slavery and corruption.
- Provide regular updates to senior management on procurement activities and outcomes.

7. Team Leadership & Development:

- Manage and mentor the Specialist Procurement Coordinator ensuring their ongoing training and professional development.
- Foster a collaborative and supportive team environment.
- Educate colleagues in procurement best practice

8. Other duties:

- To undertake other duties as may from time to time be determined by management.

Safeguarding

National Star takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of adults at risk and children. Therefore, we require that all staff share this and act accordingly by applying organisation policy and procedure and attending annual safeguarding training.

Equality & Diversity

Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

Health & Safety

Promote the organisation's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department.

Location

Primarily based at National Star's main offices at Ullenwood, Cheltenham, but with occasional requirement to visit other locations of service delivery or operations of the charity and to attend meetings, conferences, or training. Office based role with flexibility to work some hours from home by agreement.

Working Hours

Full Time (37 hours per week) or Part-time considered (minimum 30 hours).

This job description sets out a summary of key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate to the role.

NATIONAL STAR Procurement Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications:	<ul style="list-style-type: none">• Good standard of general education to L5 (bachelor's degree) or equivalent• Commitment to ongoing Continuous Professional Development (CPD)	<ul style="list-style-type: none">• CIPS L5• Other relevant qualification to L5
Experience/Knowledge:	<ul style="list-style-type: none">• Proven work experience in a procurement role• Strong understanding of procurement processes, supplier management, contract negotiation, and cost control.• Knowledge of procurement regulations and best practices.	<ul style="list-style-type: none">• Proven work experience in a procurement role in a not-for-profit or public sector organisation.• Knowledge of procurement regulations and best practices within the not-for-profit or public sector.
Skills and Abilities:	<ul style="list-style-type: none">• Proficient in Microsoft Office and strong Excel skills• Excellent negotiation, communication, and interpersonal skills.• Ability to build relationships at all levels.• Strong ability to analyse data, assess trends, and make strategic decisions based on findings.• Leadership: foster a collaborative and supportive team environment	<ul style="list-style-type: none">• Able to create reports from a finance system such as Microsoft Business Central to analyse data and assess trends.
Personal Attributes:	<ul style="list-style-type: none">• Punctual, reliable and organised• Positive and proactive - enthusiastic and self-motivated• Committed to continuous improvement and process improvement• Flexible and adaptable• Able to demonstrate alignment with National Star's values of Ambition, Collaboration, Integrity, Respect and Sustainability.	
OTHER	<ul style="list-style-type: none">• Able to meet the requirements of the post• Commitment to Equality & Diversity and to support the ethos of the organisation	