

Procurement Manager

Salary: £40,000 – £44,000 per annum (depending on experience)

Full time - 35 hours per week

Hybrid Working – Home based/Princes Risborough

We're Association for Project Management (APM). We're a professional membership organisation that sets the standards for the project profession. As a registered charity, we reinvest our surplus for the benefit of our members and the profession. We deliver education and develop qualifications. We conduct research and provide knowledge and resources. We run events and share best practice. We give people the opportunity to connect and provide community for our individual members and corporate partners, wherever they are. Above all, when doing so makes a difference, we challenge the status quo

Job role overview

We have an exciting opportunity for an experienced and dynamic Procurement Manager reporting to the Head of Finance to join our team at APM.

As our Procurement Manager, you will be instrumental in driving strategic procurement decisions, ensuring value for money while maintaining the highest standards of quality and service. Your expertise will help shape our procurement strategies, aligning them with our organisational goals and values.

Key responsibilities

- Develop and implement effective procurement strategies.
- Manage the full lifecycle of procurement from sourcing suppliers to implementation.
- Lead contract management and supplier performance activities.
- Collaborate with stakeholders to document specifications, develop sourcing strategies, analyse request for proposal (RFP) outputs and tenders, draft and negotiate contracts.
- Act as the primary contact for all procurement and contract activities, maintaining and updating critical documents like the contract register, procurement policy, and various templates and standard terms and conditions.
- Ensure compliance with legal and regulatory requirements.

Qualifications

- Member of Chartered Institute of Purchasing and Supply.
- Degree in business, supply chain management, or a related field is desirable.

Experience

- At least 5 years experience in procurement or a related field.
- Proven experience of managing suppliers across various domains, including marketing, IT, and facilities.
- Experience in drafting and reviewing legal contracts.
- A proven track record of successful negotiation across diverse categories of spend.

Skills

- Exceptional business and financial acumen, with strong problem-solving capabilities.
- Influential communication skills to align views, gain consensus, and provide clear direction.
- Ability to articulate procurement strategies and adapt to situations where a standard approach is insufficient.
- Skilled in managing conflicting priorities and crisis situations.
- Ability to operate effectively as a self-starter.
- Strong analytical and decision-making skills
- Commitment to service excellence and process improvement.
- Negotiating and influencing skills.
- Adept at working in a fast-paced, dynamic environment
- Committed to ethical procurement practices

Why APM?

APM is chartered. We're the only chartered organisation representing the project profession, anywhere in the world. We know that better project delivery is about achieving your desired outcome. We believe that doing so is about so much more than process alone. We're champions of the new. There has never been a more important time for debate, so naturally we're at the heart and helm of that too. In a complex and shifting world, we're helping the project profession deliver better.

If you are interested in this opportunity and feel you have the necessary attributes, skills and expertise for the role, please send your CV and covering letter to e-mail: recruitment@apm.org.uk

Interviews will be in person in Princes Risborough

We reserve the right to close the vacancy once we have received sufficient applications, so please be advised to submit your application as early as possible

Main benefits at APM:

- 25 days holiday (excluding all public holidays). This increases after four years' service.
- Private healthcare and dental cover is available after completion of six-month probationary period. APM pays the premium for the employee. This becomes a 'benefit in kind'.
- Pension scheme offered in line with auto enrolment with up to 8% contribution from APM.
- Company sick pay scheme.
- Life assurance at four times the salary.
- Salary sacrifice schemes – pension, cycle to work scheme, additional annual leave (up to 10 days).
- Free parking on site.
- Employee Assistance Programme.
- Performance Related Pay (PRP) scheme. The discretionary bonus will take account of individual performance as well as APM's overall financial performance.
- One paid volunteering day per year.
- Hybrid/flexible working options are available dependent on job role. However, there is a requirement to come into the office 4 days per month.