**Procurement Manager**

**Salary: £35,000 to £40,000 depending on experience**

**Permanent Full time - 35 hours per week**

**Location – Princes Risborough, Buckinghamshire, HP279LE**

*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*

A new and exciting vacancy has arisen within APM for a Procurement Manager. Reporting to the Head of Finance, you will be the procurement point of contact for all APM’s commercial and contractual needs. The key objectives are to lead the sourcing process in relation to all goods and services, ensure value for money, improve terms of business, mitigate risk, and manage the ongoing supplier performance.

You will maintain and update the procurement policy, along with other templates such as the sourcing and contract approval form and RFP templates.

Outstanding communication skills, written and verbal are key to the success of this role as you will be working with a range of stakeholders to document specifications and define sourcing strategies for key projects.

A recognised qualification in Chartered Institute of Purchasing and Supply is essential as well as a strong aptitude and knowledge of the full sourcing life cycle and awareness of market trends and suppliers.

Some office based work is required but flexible/home working options can be explored.

**Experience**

* Involvement in all types of supplier spend especially Marketing, IT and Facilities
* Experience in legal contract drafting and review
* Proven negotiation record across all categories of spend

**Skills**

* Strong business and financial acumen with ability to evaluate, analyse and solve problems
* Ability to influence, align views and gain consensus and provide clarity on what needs to be achieved
* Ability to be able to articulate how Procurement works and provide direction and flexibility when a ‘one size fits all’ approach doesn’t work
* Ability to resolve conflicting priorities and manage crises
* Ability to operate effectively as a self-starter
* Commitment to service excellence and process improvement
* Negotiating and Influencing Skills

**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**](mailto:recruitment@apm.org.uk) **closing date Friday 16th April @ 9am.**

***Main benefits at APM:***

* 25 days holiday (excluding all public holidays). This increases with length of service – by one day after four years’ service, then another day every other year, to a max of 30 days per year).
* 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. APM can contribute up to 7% of your salary depending on your own contribution. APM will contribute a minimum 4% of your salary. The pension scheme is available as a salary sacrifice.
* There is a sick pay scheme which pays up to 30 days (pro-rated for part time employees) full pay for sickness absence in a rolling 12 months period, payable after probationary period.
* Life assurance at four times the salary.
* Salary sacrifice schemes – cycle to work scheme, additional annual leave (up to 10 days), and pension scheme.
* Free parking – this is not guaranteed.
* 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 volunteering day per year