

## **ROLE PROFILE FOR Procurement Category Officer – General Supplies**

### **About the National Church Institutions (NCIs)**

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

#### **We Include. You Belong.**

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

### **About the department**

Parish Buying is one of the 3 teams within the Giving Directorate. Parish Buying was established in 2011 to utilise the combined buying power of The Church of England's 16,000 churches to negotiate competitive prices with suppliers across a range of different contracts, ensuring parishes have access to a suite of quality-assured products and services, while saving them time and money. Parish Buying operates as a trading entity within Church of England Central Services Trading Limited. This entity negotiates a wide range of contracts at discounted rates, including digital giving, furniture and church supplies. This new role will be within the Parish Buying team but will be expected to work closely with our churches, parishes, dioceses and affiliated charities.

We are sourcing new products and services which will leverage opportunities across our worshipping communities. To deliver this agenda, we are seeking a category officer with

expertise in general goods and services to support the Head of Parish Buying deliver the core objectives of our strategy.

## What you'll be doing

This purpose of this role is to enable Parish Buying provide goods and services to our customers, by sourcing at national, regional and local levels on behalf of parishes. The successful candidate will provide technical expertise in general supplies while developing strong working relationships with the relevant teams. You will promote good practice and effective contract management to support various departments in delivering an effective, high quality goods and services. This will include obtaining adequate specifications, running competitive tenders, appointing and managing preferred suppliers, and contract management.

In addition to this spend category, you will provide support for other business areas as our focus requires. This includes ensuring business requirements are delivered and Value for Money (VfM) objectives are achieved. You will collaborate with the NCI Procurement team as well as strategic suppliers in the execution of relevant deliverables as aligned in the Project plan. You will also provide support for supplier management and contract management processes, and the production of relevant management information such as spend reporting and savings tracking etc.

### MAIN DUTIES AND RESPONSIBILITIES

#### General supplies

- Tendering, evaluation, value engineering, strategic sourcing of goods and services.
- Gathering requirements, supporting the churches to develop ideas and specifications
- Coordinating the use of standard templates and documentation, ensuring that the relevant decision makers are correctly advised on the appropriate routes to deliver effective commercial supply outcomes
- Managing the contract lifecycle from scoping, initial sourcing, to renewal/re-tendering. This will include providing support to the relevant teams in relation to ongoing project management including proactively driving contract service reviews and ensuring suppliers are held to account for the delivery of key SLAs and KPIs
- Developing sourcing strategies, ensuring key contract renewal/re-tender exercises are planned and undertaken in good time, with the full engagement of key stakeholders.

This job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

## About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications  
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from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

## **Essential**

### *Knowledge/Experience*

- Proven track record of successfully delivering complex sourcing strategies in general supplies.
- Significant experience in sourcing and procuring general supplies in a large/complex or diverse organisation
- Knowledge and experience in scoping requirements through to contract award, including developing the business case, designing the evaluation methodology and putting in place a strategy for appropriate risk assessment and management
- Strong attention to detail

### *Skills & Abilities:*

- Customer-focussed and able to manage diverse & strong stakeholder groups.
- Able to work well as part of a team and develop trust and respect from colleagues
- Good communication skills both written and oral, able to openly engage with senior level stakeholders
- Strong ethical principles, able to act in sympathy with the Church of England's ethical stance
- Resilient, persuasive and able to drive change at all levels both internally & externally through amongst other things, key supplier relationships
- Good problem-solving skills, & forensically able to improve systems and processes
- Highly self-motivated, able to deliver to deadlines and to work on own initiative
- Well-developed commercial acumen, able to interpret/evaluate financial information with confidence

### *Qualifications & Training:*

- Must possess MCIP or be at least at level 5 with evidence of completing MCIPS within a year
- Educational qualification in relevant field is desirable
- Procurement experience in general supplies is essential.

## **Desirable**

- Experience of working within the faith sector would be desirable but not essential

## Vacancy Summary

<b>JOB TITLE:</b>	Procurement Category Officer – General Supplies
<b>NCI ENTITY:</b>	Church of England Central Services
<b>DEPARTMENT:</b>	Giving & Income Generation
<b>GRADE:</b>	Band 4      Standard Point
<b>SALARY:</b>	£46,577
<b>WORKING HOURS:</b>	35
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith Street, London SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	1 day a week
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input checked="" type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input checked="" type="checkbox"/>
<b>CONTRACT TYPE:</b>	Permanent
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8101003
<b>COST CODE:</b>	50226
<b>PARENT POSITION:</b>	Head of Parish Buying