

**Procurement Assistant fixed term till – 31<sup>st</sup> December 2025****Closing Date – 6 May 2024****Interview Date – 22 May 2024**

Bradford District's Year of Culture is set to deliver more than 1,000 new performances and events including 365 artist commissions, a series of major arts festivals and major national and international collaborations. To do this we need a team of dedicated, passionate, and enthusiastic people. We're at the start of our journey and have an exciting opportunity for an experienced Procurement Assistant reporting to the Procurement Specialist to join the team. You will be responsible for maintaining our procurement records, approved supplier list, contract management and more. The successful applicant will be well organised, have excellent attention to detail, a desire to seek continual systems and process improvements and be diligent and methodical.

**Key Responsibilities:**

- Supporting the Procurement Specialist to oversee the organisations Procurement activities
- Maintaining and updating Approved Supplier List
- Contract tracking & documentation
- Work with internal stakeholders to ensure compliance with Procurement procedures
- Advise and support internal stakeholders with Procurement processes
- Proactively encourage development of systems and processes

**You will have:**

- CIPS Level 3 or equivalent work experience
- Proficiency with Excel/MS Office/Google Sheets
- Excellent numerical skills
- Excellent attention to detail
- Ability to communicate across a variety of stakeholders.
- An interest in promoting Sustainable Procurement
- Project Management Skills – desirable

**Benefits include:**

- Up to £24,000 dependent upon previous experience
- 37 hours per week worked flexibly Monday to Friday, predominantly office based (City Centre location)
- 25 days holiday plus bank holidays
- Contributory pension scheme with 5% employer contribution
- High street discounts through Charity Worker Discounts

**We expect everyone in our team to:**

- Develop an understanding of Bradford City of Culture 2025, its values, the benefits it brings to the Bradford District and to funders and sponsors.
- Create a positive working environment, underpinned by our values.
- Act as an ambassador for Bradford City of Culture 2025.
- Drive change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity and sustainability.
- Be accountable for the safety of yourself and others by working safely and in accordance with our Health & Safety and Safeguarding Policies.
- Ensure we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions in line with GDPR.
- Undertake relevant training and development as required.
- Be open to the opportunities to mentor, train and develop colleagues and participants in Bradford 2025.
- Carry out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of your position.

We are committed to ensuring that everyone feels accepted and can be their true selves at Bradford 2025 and we want our team to reflect our district. We believe that diversity in our team is crucial to our success.

As such we welcome applications from all races, genders, religions, ages, and sexual orientation as well as from people living with disabilities. We are proud to be an equal opportunity workplace and our ambition is to recruit and retain the best people regardless of background.

If your experience looks different from what we've advertised and you believe that you can bring value to the role, we'd love to hear from you. If you require any adjustments to the recruitment process, please let us know so we can help you to be at your best.

To apply for this role please send a copy of your cv and a cover letter (no more than two sides of A4) to [recruitment@bradford2025.co.uk](mailto:recruitment@bradford2025.co.uk) explaining why you're interested in the role and what you'll bring. We will not progress applications without a cover letter.