

Job description

Procurement Assistant

Closing date for applications: 9:00am Friday 24 January 2025

Fixed term till December 2025

Annual salary up to £24,000

Bradford 2025 UK City of Culture has arrived. To deliver 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 Head of Procurement 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 Head of Procurement to oversee the organisations Procurement activities
- Maintaining and updating our 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. Integrate current data into our Project Management software.
- Supporting the wider Finance Team when required

You will have:

- GCSE's grades 9/A* - 4/C including Maths and English or equivalent.
- 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 & Ethical Procurement

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.

Bradford 2025 takes the safeguarding of children, young people and adults at risk seriously and is committed to processes of safer recruitment. This role may involve contact with children, young people and adults at risk and their personal data. We will require two references and for a basic DBS check to be carried out as part of the recruitment process.

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To apply for this role please send a copy of your CV along with a covering letter of no more than two sides of A4 to recruitment@bradford2025.co.uk

PLEASE NOTE:

Your covering letter is an important part of your application. Please read through the ESSENTIAL CRITERIA (listed above) and ensure that your letter clearly sets out one or more examples of how you meet each of the essential criteria. Also tell us if you have any of the ADDITIONAL ASSETS

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Job Types: Full-time, Fixed term contract

Contract length: 11 months