



Job Role: Procurement Manager

Reports to: General Manager

Job Purpose

- Take responsibility for the day to day procurement of players and coaches kit and equipment for the various football teams within the club.

Skills and Attributes Required:

- Reliability
- Enthusiasm
- Good listener
- Unbiased and impartial
- Well organised
- Good Time Keeper
- Able to represent the organisation positively at all times.
- Able to communicate clearly and concisely to avoid confusion via phone, in person or via email to individuals, to a team or to a group of people
- Ability to act in a timely and professional manner

Job Dimensions

- Communicate with the football teams and assist them in preparing a kit and equipment order in accordance with the clubs procurement procedure.
- Communicate with the finance manager to check and ensure that players fees are up to date before kit is ordered.
- Check orders for kit and equipment are complete and legible to the clubs preferred supplier.
- Check suppliers invoices and query if necessary with the clubs suppliers. Pass invoices to the club Finance Manager for payment.
- Log requests for kit and equipment to ensure teams are not getting kit out with the agreed two year cycle
- Deal with all aspects of clubs preferred suppliers queries
- Communicate any issues with kit supply to teams
- Communicate when kit is ready for collection



- Guide all decisions taken by the Management Team

Job Challenges & Problem Solving

- Working together with the clubs preferred suppliers to resolve issues as and when they happen
- Management of own time to ensure time is invested/spent on key priorities

Competences

- Preference for Action – grasping issues that require resolution & ensuring that appropriate effective action is taken
- Teamwork – displaying the ability to contribute co-operatively & successfully when working with others both internally & externally
- Excellent verbal & written communication skills.

Hours of Work / Annual Salary

- 4 hours (on average) per week, within a flexible work pattern.
- This is a volunteer role

Print Name

Signed

