

Procurement Lead

Duration:	Permanent
Salary:	£63,000 per annum
Job Level:	3
Hours:	35 hours per week. Other flexible arrangements will be considered
Disclosure Level:	Basic
	This role involves no direct or indirect work with children
Team:	Legal and Governance
Reports to:	General Counsel
Location:	Working from home and two days a week at 1 Westfield Avenue, London E20 1HZ

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

ABOUT THE TEAM

The Legal and Governance team is recently formed and brings together professionals from across the organisation to support UNICEF UK to achieve its growth ambitions. We believe in taking risks safely, efficiently and at a reasonable pace, with this team providing the strong governance framework alongside proportionate risk management. It is a team of trusted partners, spanning Procurement, Legal, Governance, Data Protection, Income Generation Quality & Compliance, Environmental & Social.

ABOUT THE ROLE

The Procurement Manager plays a central role in strengthening how UNICEF UK delivers procurement in a decentralised environment. This role combines hands-on delivery of strategic and complex procurements with responsibility for developing the policies, tools and support that enable colleagues across the organisation to carry out procurement activities confidently ensuring that procurement is compliant, commercially robust and achieving value for money.

This is a high-impact role for a commercially minded and collaborative individual where you will shape procurement practice, influence senior stakeholders, and ensure strong governance whilst enabling operational flexibility.

WHAT WE WILL EXPECT YOU TO ACHIEVE

- Develop and implement a pragmatic procurement strategy and forward plan that drives value and is aligned to organisational priorities and a decentralised operating model.
- Plan and lead high-value, complex or strategically significant procurement exercises end-to-end, including requirements gathering, specification development, tendering, evaluation, supplier selection and contract negotiation.

- Own and continuously improve the procurement policy, processes and controls, leveraging AI and tech automation to streamline and optimise procurement practices ensuring they remain practical, proportionate, compliant, and aligned with legal requirements and best practice.
- Design and deliver clear, user-friendly procurement guidance, training, templates and toolkits that support budget holders and teams to make effective, compliant purchasing decisions.
- Work closely with colleagues in Legal, Data Protection, Cyber Security, Finance and other specialist areas to embed appropriate due diligence and risk assessment into procurement activity.
- Identify and deliver value creation opportunities through strategic sourcing, demand management, market insight, specification challenge, whole-life cost analysis and value-based procurement approaches.
- Support colleagues to improve supplier relationship and performance management activities for key contracts, driving continuous improvement, innovation, service enhancement and measurable added value.
- Maintain an accurate and up-to-date central contract register, and support proactive management of contract renewals, extensions, variations and exits.
- Build strong relationships with stakeholders across the organisation, providing confident commercial and practical advice with constructive challenge to improve procurement planning and decision-making.
- Monitor procurement activity and produce clear management information on compliance, pipeline activity, contract status, savings, value for money and supplier risk.
- Identify opportunities to improve procurement processes, strengthen controls, reduce risk and increase consistency across the organisation.
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

SUCCESS IN THIS ROLE WILL LOOK LIKE

- Procurement activity is better planned and more visible across the organisation.
- Colleagues understand when and how to engage procurement support.
- Procurement processes are practical, proportionate and consistently followed.
- Strategic and higher-risk procurements are well managed and well documented.
- Contract information is reliable, accessible and actively used to support renewals and planning.
- Stakeholders view procurement as a supportive, credible and value-adding function.
- There is stronger evidence of value for money, compliance and risk management.

BEHAVIOURS, EXPERIENCE AND SKILLS

Effective behaviours

Collaborative and enabling: Works constructively with colleagues across the organisation and helps others make informed, compliant and value-driven procurement decisions.

Results focused: Prioritises activity that will have the greatest impact and sees work through to completion.

Decision-making: Applies sound judgement, handles confidential information appropriately, and balances commercial, operational and governance considerations.

Information and data aware: Protects UNICEF UK's reputation by considering legal, regulatory, ethical, privacy and information security risks in procurement activity.

Supporter driven and mission aligned: committed to children and their rights and motivated to work towards achieving a better world every child.

Relevant experience

- Proven experience managing end-to-end procurement and sourcing activity, including tendering, supplier evaluation, negotiation and contract award.
- Experience of developing or improving procurement strategy, processes, guidance and controls.
- Experience of supplier relationship management and contract management, including performance monitoring, service reviews and resolution of supplier issues.
- Strong stakeholder management skills, with experience partnering with budget holders and operational teams to deliver compliant, value-for-money procurement outcomes.
- Experience of operating within procurement policies, governance frameworks and internal controls, ensuring compliant and well-documented procurement activity.
- Strong commercial acumen, with experience analysing costs, negotiating value for money and delivering savings or efficiency improvements.
- Experience managing procurement activity across a range of spend categories, ideally including marketing and creative agencies, technology tools and platforms.

Specific knowledge and skills

- Minimum CIPS Level 4 (or equivalent demonstrable experience).
- Strong working knowledge of procurement best practice, contract management and supplier relationship management.
- Able to analyse information, identify opportunities and make clear, evidence-based recommendations.
- Strong commercial judgement to balance cost, quality, risk and wider organisational value.
- Confident using digital tools and AI to improve procurement insight, efficiency and decision-making
- Produces clear written guidance, reports and management information.
- Strong organisational skills and the ability to manage competing priorities and deliver to deadlines.
- Strong communication and influencing skills, able to explain procurement requirements clearly and pragmatically to non-specialists.