

Procurement assistant

Position title:	Procurement Assistant
Accountable to:	Procurement Manager
Location:	National Headquarters, Cardiff – Flexible to homeworking
Hours:	35 hours per week
Salary:	£20,795 - £26,128

St John Ambulance Cymru

We've supported people and communities across Wales since 1880. We existed before the NHS in Wales and provided the earliest medical support to those who were sick or injured.

Since March 2020, we've worked closely with Welsh Ambulance Service NHS Trust (WAST) and NHS Wales, increasing our capacity and developing new innovative ways of working to assist and relieve the overwhelming pressure on the frontline brought about by COVID-19.

We've helped by continuing to provide care and support to people when they've needed it most.

Now, in 2022, we continue performing a major role in strengthening community resilience and ensuring people are trained in first aid so they can be the difference between a life lost and a life saved.

We fulfil key front-line roles to support vulnerable people, in addition to offering the opportunity for people from all backgrounds to develop their personal skills and confidence to support our charitable and income generating services whilst assisting their own career development.

As a charity, we partner with the Welsh Ambulance Service NHS Trust and NHS Health Boards, providing ambulance support services in addition to delivering our Falls Response Service, helping people who've fallen at home, back to their feet.

We maintain our reputation as being the leading organisation to deliver first aid training to both commercial businesses and local-based communities including schools throughout Wales.

We also give support to the people of Wales through:

- Medical duties at events
- Community based divisions
- Falls Response Service
- Community First Responders (CFR)

Our focus is developing new, innovative services to help us achieve our mission of saving lives and enhancing the health and wellbeing of communities in Wales.

We're undergoing an extensive and exciting programme of modernisation, forward thinking, encompassing a review of our existing services, financial and workforce models and we're developing a rejuvenated culture aligned to our core vision and values to improve our overall people experience.

The opportunity

The Procurement Assistant will be responsible for supporting the Procurement Manager in providing a key service to our volunteers and staff by processing requisition requests for St John Ambulance Cymru (SJAC), in an efficient manner and which offers best value to the organisation.

What you'll need to be successful

We are looking for an enthusiastic, talented individual with a keen eye for detail, a good standard of literacy and numeracy skills.

You will be part of a friendly team that works at the heart of our charity, assisting and offering procurement support both to the volunteers as well as staff.

You will need to demonstrate excellent interpersonal skills, and assisting with queries from volunteers, colleagues and building relationships with current and new suppliers.

You would ideally have knowledge of basic procurement procedures,

What you'll get in return

- In return, you'll have access to a range of benefits including, but not limited to:
- 31 days holiday (including bank holidays)/pro rata
- Access to a Blue Light Card, providing various discounts at more than 15,000 retailers.
- Employee Assistance Programme (EAP)
- Access to Private Medical Care
- Home/flexible working
- Various training and development opportunities

How to apply

Please download the attached application form and send it to recruitment@sjacymru.org.uk along with your CV by **midday on 5th August 2022**.

Interviews will be held on TBC