

SOCIAL VALUE AND SUPPLIER CO-ORDINATOR

**Full Time (37 Hours per week)
Permanent**

JOB TITLE:	Social Value and Supplier Co-Ordinator
GRADE:	Band 10 (SCP31-34) (2020/21 £34,728 - £37,890)
BASE:	Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF (subject to relocation within Tyne & Wear)
MANAGED BY:	Economic Development and Policy Manager

COVID-19 update: Please note that NEPO is currently following the Government's advice on enabling staff to work from home if it is safe and practical to do so. Therefore, this role will be delivered remotely in an agile way until NEPO makes any changes to these working arrangements at which point we will return to our base.

JOIN OUR TEAM

We are seeking a Social Value and Supplier Co-Ordinator to join the NEPO team.

Established in 1976, we undertake high-value procurement in major strategic areas of spend in partnership with the North East local authorities and over 700 Associate Members from the wider public sector.

Our vision is to deliver benefits through collaborative procurement. To do this we are focussed on delivering positive outcomes for North East local authorities, regional suppliers, and the wider public sector. In addition to delivering a collaborative procurement work programme of £210m, we also ensure our stakeholders have the systems, skills and support needed to achieve their procurement ambitions.

As a forward-thinking organisation we support personal development and provide a unique opportunity to work collaboratively across the North East public sector.

We offer a wide range of employee benefits including:

- ✓ Flexible working
- ✓ Continuing professional development, including training opportunities
- ✓ Annual leave ranging from 25 to 30 days (depending on length of service), plus public holidays
- ✓ Eligibility to join the Local Government Pension Scheme
- ✓ Childcare vouchers

You can read more about the staff benefits we offer in our [handy guide](#).

THE ROLE

The North East has ambitious plans to deliver economic growth whilst tackling the environmental challenges we face.

As Social Value and Supplier Co-Ordinator you will help ensure that the North East is recognised as a national leader in delivering social value through procurement. Achieving this will ensure that regional suppliers win contracts and deliver tangible improvements in local communities. To help us do this you will have the freedom and support to shape and deliver the North East Social Value model.

Our delivery can't be achieved without a range of regional and national suppliers. You will develop positive relationship with our suppliers and wider stakeholders. This will ensure that we can deliver the wider ambitions of the NEPO strategy.

You will help regional suppliers achieve their ambitions through the NEPO Business Club. Our support helps a wide range of suppliers identify and compete for procurement opportunities across the public and private sector.

The **attached Job Profile** provides further information on what the role entails and includes a personal specification.

IMPORTANT DATES

The deadline for applications is 5pm Tuesday 24th August 2021

Interviews will be held on Wednesday 1st September.

HOW TO APPLY

Applications will only be accepted via the [North East Jobs website](#).

For an informal discussion about the post, please contact Simon Hanson, Economic Development and Policy Manager on 07341 115 399.

No recruitment agencies please.

For further information about NEPO and its work, please visit our website at www.nepo.org.