

Procurement Apprentice

£24,294 - £25,545 (Band 2, SCP 7-10)

Full Time (37 hours per week)

Fixed term (42 months)

Start date: September 2024

Have you considered a career in procurement?

It's a fantastic choice, with continuous professional development, varied and rewarding work, as well as great career prospects! With our procurement apprenticeship, you will benefit from a structured learning programme, get hands-on experience and earn a salary.

This role is part of NEPO's Regional Procurement Apprenticeship Programme which aims to develop and nurture talented individuals from a diverse range of backgrounds to become the public sector procurement professionals of the future. NEPO already has a great track record in nurturing talent, and we're now applying that knowledge and experience into our regional programme.

You will work as part of our team of procurement professionals, focussed on the development and delivery of procurement solutions for the North East public sector and beyond, whilst also developing key skills and knowledge through a combination of real-world experience and dedicated training.

The role is diverse and your responsibilities will increase as you progress through the development programme.

You will undertake the following qualifications via hybrid training, taking you from a Level 4 qualification, right through to Level 6 MCIPS status:

- [Level 4 Commercial Procurement and Supply](#)
- [CIPS Level 5 Advanced Diploma in Procurement and Supply](#)
- [Level 6 Senior Procurement Supply Chain Professional](#)

Upon successful completion of the apprenticeship, applicants will have the opportunity to apply for a NEPO Procurement Coordinator position and/or wider opportunities across the 12 North East local authorities (subject to recruitment processes).

Check out the **Job Profile** in the Supporting Documents section to find out more about what the role will entail.

About you

You will be provided with all the training and support you need to be a success. We are looking for someone with the following qualifications, personal attributes, skills and behaviours:

- Minimum of 5 GCSEs (Obtained) which must include English Language & Maths at Grade C / 4 or above.
- 3 A-levels (or equivalent qualification) with UCAS points of 120 (Predicted or Obtained) (*Not sure what your UCAS points are? A calculator is available [here](#)*).
- Communication skills - listening, spoken and written.
- ICT Skills - Microsoft Office (Word & Excel).
- Team player who is not afraid to try something new.
- Commitment to own personal and professional development.

About NEPO

NEPO works in partnership with councils in the North East and Tees Valley to deliver a programme of strategic procurement that creates economic, social and environmental benefits for the communities we serve. We also work closely with the region's supply base to boost competitive skills, signpost tendering opportunities and improve procurement processes.

We're very excited about our apprenticeship vacancy! This is the first year of our regional procurement apprenticeship programme, where we are working with the twelve local authorities across the region to nurture the procurement talent of the future. This means that as well as being part of the NEPO team, you'll be part of a community of region-wide apprentices. Whilst the regional programme is new, nurturing talent isn't new to us, so you'll be in safe hands!

Based in modern offices at Gateshead's Northern Design Centre, we offer a competitive apprenticeship salary, paid time to attend training, generous annual leave (28 days per year), and a local government pension. We also offer hybrid working with the opportunity to work from home following an induction period.

We are committed to supporting you throughout your apprenticeship with a dedicated mentor, and additional training and development opportunities.

Last but not least, our team are brilliant colleagues who will support you throughout your time at NEPO.

You can find out more about NEPO at www.nepo.org

How to apply

Click on the Apply Now button to get started, you will be asked to upload a CV and cover letter.

Your cover letter should be no more than two pages, and should explain why you are interested in the procurement apprenticeship, and what strengths, skills and experience you could bring to the role.

The closing date for applications is **11pm Sunday 14 July 2024**.

The selection process

Shortlisted applicants will be invited to take part in an online written assessment* (which you can do from home) on **Thursday 18 July 2024**.

*(*Don't worry if you do not have a suitable device at home, just let us know when we invite you to the assessment and we can arrange for you to do it at our office).*

We'll then invite successful applicants to interview on **Tuesday 30 July 2024** at NEPO's offices at the Northern Design Centre, Gateshead, NE8 3DF.

Have any questions? Get in touch with Jenny Robins, Operations Specialist at NEPO - Email jenny.robins@nepo.org, Tel. 07976 828252 (available Monday to Thursday 9am to 2pm).