

**Directorate**  
Operations

**Team**  
Legal, compliance and governance

**Reporting manager**  
Associate director, legal, compliance and governance

## Our charity

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

## Overview of the directorate

The operations directorate provides professional support services for the organisation. Its role is to enable teams to achieve our strategic objectives and accelerate impact towards our long-term goals and achieving our vision. We do this through the development of commercial opportunities, legal compliance, finance, IT and facilities, business planning, people and organisational development, impact evaluation, insight gathering, innovation and strategy delivery.

The legal, compliance and governance team provides a professional support service enabling the charity to work towards achieving its strategic objectives through legal compliance and governance.

## Job purpose

The senior procurement lead has responsibility for ensuring Breast Cancer Now achieves best value for money when procuring goods and services without compromising on quality. This includes finding and evaluating suitable suppliers,

managing the procurement process, drafting requirements, specifications and acceptance criteria, negotiating contracts and delivering value for money.

### **Key tasks and duties**

- Developing procurement strategies that align with Breast Cancer Now's objectives and operational requirements.
- Managing the procurement process either in support of a Breast Cancer Now contract owner or leading on a Breast Cancer Now wide procurement initiative.
- Working with teams across the charity, to advise and work closely with them during the procurement and tender process for new and existing contracts for goods, services and IT systems.
- Negotiating contracts with suppliers to secure pricing, minimise supply risk and ensure that agreements benefit Breast Cancer Now.
- Drafting specifications and service requirements that are clear, accurate, complete and have appropriate acceptance criteria.
- Market research and analysis to identify potential suppliers.
- Risk management to develop policies and procedures that manage and mitigate procurement and supplier risk.
- Liaising with contract owners to provide procurement advice and help with identifying their needs.
- Identify areas for improvement.
- Be the single point of procurement knowledge and expertise.
- Mentor contract owners and key stakeholders in procurement best practice and promote continuous improvement
- Adhere to all Breast Cancer Now's policies and procedures.
- Any other duties within the scope and remit of the role, as agreed with your manager.

# Person specification

## Qualifications and experience

It's **essential** for you to have the following:

|                                                                                                                                                                                    | Method of assessment |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|
|                                                                                                                                                                                    | Shortlist            | Interview |
| Demonstrable experience of working in a similar role                                                                                                                               | x                    |           |
| Significant experience of procurement and supply chain management with a proven track record of supplier negotiation                                                               | x                    |           |
| Good understanding of data processing and information security issues in contracts, fundraising regulations, risk in tendering and contracting and financial evaluation of tenders | x                    |           |
| Either Membership of the Chartered Institute for Purchasing and Supply or equivalent experience                                                                                    | x                    |           |
| Technology buying experience, especially long term software agreements such as CRM solutions, LMS systems, VMS systems                                                             | x                    |           |
| Broad category experience, with a particular focus on complex service delivery. Charity specific categories, and marketing is beneficial                                           | x                    |           |

It's **desirable** for you to have the following:

|                                                                                                                                                                               | Method of assessment |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|
|                                                                                                                                                                               | Shortlist            | Interview |
| Experience of working in a similar role within the charity sector                                                                                                             | x                    |           |
| Media buying experience for example supporting a media tender and or pitch process, helping to draft media statements of work, managing a media supplier                      |                      |           |
| Category management experience for example developing a category management strategy, being a procurement lead for a procurement category                                     | x                    |           |
| Creative buying experience for example supporting a creative tender and/or pitch process, helping to draft creative services statements of work, managing a creative supplier | x                    |           |
| Fundraising buying experience for example tendering for a fundraising supplier, writing statements of work for fundraising services, managing a fundraising supplier          | x                    |           |

## Skills and attributes

It's **essential** for you to have the following:

|                                                                                                                                                     | Method of assessment |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|
|                                                                                                                                                     | Shortlist            | Interview |
| Strong and effective negotiation skills for our commercial agreements with suppliers                                                                | x                    |           |
| Strong analytical skills, with the ability to analyse complex tender responses to be able to identify and recommend the best value for money option | x                    |           |
| Ability to communicate across all levels of the Organisation both verbally and in written form                                                      | x                    |           |
| Ability to work in a decentralised procurement function with the ability to influence stakeholders with mandatory policies being in place           | x                    |           |
| Able to take the lead on procurement projects ensuring successful outcomes                                                                          | x                    |           |

## Knowledge

It's **essential** for you to have the following:

|                                                                                                        | Method of assessment |           |
|--------------------------------------------------------------------------------------------------------|----------------------|-----------|
|                                                                                                        | Shortlist            | Interview |
| Good understanding of charity procurement                                                              | x                    |           |
| Developed and lead on procurement risk analysis for example through segmentation and maturity analysis | x                    |           |

It's **desirable** for you to have the following:

|                                                                               | Method of assessment |           |
|-------------------------------------------------------------------------------|----------------------|-----------|
|                                                                               | Shortlist            | Interview |
| Developed and delivered procurement training/upskilling for various audiences | x                    |           |
| Lead and support on our contract and supplier management best practice        | x                    |           |

# Role information

## Key internal working relationships

You'll work closely with the following:

- Associate director, legal, compliance and governance
- Legal counsel and Assistant legal counsels
- Data privacy manager
- Legal, compliance and governance team co-ordinator
- Governance manager
- Finance team
- All teams across Breast Cancer Now that purchase goods or services

## Key external working relationships

You'll work closely with the following:

- Existing suppliers
- Potential suppliers
- External organisations that promote procurement best practice such as ISBA, Crown Commercial Services, CIPS

## General information

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Role location and our hybrid working model</b> | <p>This role is based in our London office. However, our hybrid working model allows you to work up to 2 days per week at home.</p> <p>The other day will be primarily based in 6<sup>th</sup> Floor, The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)</p>                                                                                                                                                                                   |
| <b>Induction</b>                                  | <p>It's important you have a positive induction experience and therefore, you'll be asked to consider coming into the office more frequently during your initial period of employment. This will enable you to get to know your manager and team colleagues quicker. This also allows you induction process to be meaningful and comprehensive, allowing for support to be provided more readily. Thereafter you will be able to follow the hybrid working model as described above.</p> |
| <b>Hours of work</b>                              | <p>21 hours per week, working over 3 days per week, between Monday to Friday</p>                                                                                                                                                                                                                                                                                                                                                                                                         |

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract type</b>                                     | Permanent                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Medical research</b>                                  | We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives.                                                                                                                                                                                                            |
| <b>Conflict of interests</b>                             | You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken. |
| <b>Immigration, Asylum and Nationality Act 2006</b>      | You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.                                                                                                                                                                                                                                                                               |
| <b>Our commitment to equity, diversity and inclusion</b> | We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.                                                                                                                                                                                                    |

## How to apply guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

Job description dated October 2025

Find out more about us at  
**[breastcancernow.org](https://breastcancernow.org)**

**BREAST  
CANCER  
NOW** The research &  
support charity