

About us...



Lincolnshire Co-op, based in the historic city of Lincoln, is one of the most successful and progressive independent co-operatives in the country, with an annual turnover in excess of £300 million.

Essential Information – what you need to know

Job purpose:

- As a buyer specialising in goods not for resale (GNFR), you will play a crucial role in the procurement process, focusing on acquiring goods and services that are essential for the business but are not intended for resale.
- The role demands a deep understanding of the organisation's non-production procurement needs, cost management, and supplier relationships.

Your hours

- 37.5 hours per week.

You'll report to

- Procurement and Sustainability Manager

Your relationships:

- Suppliers – negotiating contracts, terms and conditions.
- Working with our finance team to establish budgets and report on the outcomes.
- Colleagues within the wider organisation which include Community, Membership, People Team, Health & Safety, Learning & Development, etc.

What you'll bring to us:

- Proven experience in procurement, with a focus on Goods not for Resale.
- CIPS qualification is desirable.
- An analytical mindset with the ability to interpret data and make informed decisions.
- Familiarity with relevant procurement software and tools.
- Knowledge of UK procurement regulations and compliance.
- Detail-oriented and organised.
- Excellent communication and interpersonal abilities with a strong ability to build relationships.
- The ability to work independently and collaboratively within a team.
- Adaptability to changing business needs and priorities.
- Strong problem-solving skills.



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are...

Your Purpose – I will contribute to my team and the Society’s ongoing success in this role by...

<div>Your duties and responsibilities:</div>	<ul style="list-style-type: none">- Analysing and understanding the organisation's GNFR requirements.- Developing and implementing category strategies to optimize costs and ensure the timely availability of goods and services.- Identifying, evaluating and selecting suppliers capable of meeting GNFR needs.- Negotiating contracts, terms, and conditions to secure favourable agreements.- Maintaining strong relationships with existing suppliers and explore opportunities for new partnerships.- Creating and developing relationships with key internal stakeholders so that the benefits of cross functional relationships are realised.- Conducting cost analysis and implementing cost-saving initiatives without compromising quality.- Monitoring market trends, conducting benchmarking and keeping informed about changes in the industry that may impact costs.- Sourcing and procuring GNFR items according to organisational needs.- Ensuring timely delivery of goods and services while maintaining quality standards.- Identifying potential risks in the supply chain and implement strategies to mitigate them.- Remaining informed about regulatory changes that may impact GNFR procurement.- Ensuring procurement activities comply with relevant laws, regulations and company policies.- Collaborating with legal and compliance teams to manage any contractual or regulatory issues.- Generating and analysing reports related to GNFR procurement, providing insights to support decision-making.- Utilising data to identify areas for improvement and implementing changes accordingly.
<div>Financial impact:</div>	<ul style="list-style-type: none">- Purchasing authority - TBC



Together we are...

- **Helpful** – we'll look for ways to make a difference
- **Inspiring** – we'll help everyone be the best they can be
- **Trustworthy** – we can be relied on

Your Approach – how you will contribute to your team and the Society’s ongoing success in this role.

I will be helpful by:	<ul style="list-style-type: none">- Responding positively to requests from colleagues and customers.- Trying to get it right first time.- Resolving customer complaints and take corrective action.- Sharing my knowledge with my colleagues.- Offering to help before being asked.- Going above and beyond.- Contributing to the team and its success.
I will inspire others by:	<ul style="list-style-type: none">- Supporting and encouraging one another.- Being a positive role model.- Listening and learning from my colleagues and line manager.- Building strong relationships with customers and colleagues.- Suggesting new ideas and trying new things.- Taking pride in my work and celebrating success.
I will be trustworthy by:	<ul style="list-style-type: none">- Using good judgement in all situations.- Being open and honest.- Take responsibility for my work and delivering positive outcomes.- Treating everyone fairly and with respect.- Doing my best for each other and our communities.