

Job Description: Social Value Manager (Procurement)

Job Description

Job Title:	Social Value Manager Procurement – FTC Maternity Cover
Location:	This role is suitable for office, hybrid or remote working
Reports to:	Head of Social Value
Staff Responsibilities:	N/A
Contract Period:	This is maternity cover post expected to end in August 2025
Hours of work:	35 hours per week
Salary Range:	£35,000 – £45,000

Summary of Position:

Reporting to the Head of Social Value, the Social Value Manager will lead on all aspects of our social value through procurement work.

The role focuses on the management and monitoring of social value activity linked to our procurement frameworks. The postholder will work closely with our internal stakeholders to identify social value opportunities and ensure that social value commitments are obtained through our procurement activity. The Social Value Manager will work with external stakeholders to help them to identify and articulate their social value ambitions and with our supply chain contractors to ensure they deliver social value.

The Social Value Manager will be responsible for social value monitoring and reporting across all Fusion21 frameworks and procurement activity.

Primary Responsibilities

Stakeholder Management - Internal	<p>Act as a subject matter expert and single point of contact for Fusion21 colleagues on all matters relating to social value through procurement.</p> <p>Support Fusion21 colleagues to play their part in embedding social value in our procurement and framework activity.</p> <p>Provide mentoring and support to team members.</p>
Stakeholder Management - Members	<p>Act as a single point of contact for Fusion21 members on all matters relating to social value through procurement.</p> <p>Develop good working relationships with our members to support them to embed social value in their Fusion21 procurement activity.</p> <p>Work with Fusion21 members to seek out creative opportunities aimed at fostering new social value collaborations.</p>

<p>Stakeholder Management - Suppliers</p>	<p>Act as a single point of contact for Fusion21 suppliers on all matters relating to social value through procurement.</p> <p>Develop good working relationships with our suppliers to ensure they deliver their social value commitments.</p> <p>Support suppliers to drive innovation and best practise relating to social value.</p> <p>Work with Fusion21 suppliers to seek out creative opportunities aimed at fostering new social value collaborations.</p>
<p>Operations - Quality of Service</p>	<p>Achieve and maintain high levels of customer service such that stakeholders are satisfied, have a positive experience and feel happy to advocate Fusion21.</p> <p>Manage stakeholders expectations and provide clear consistent and timely communications, delivering work in line with agreed timescales.</p>
<p>Social Impact Monitoring and Reporting</p>	<p>Responsible for effective use of internal systems and models used in the production of social value targets and obligations for procurement and framework activity.</p> <p>Lead on social impact monitoring across our frameworks and procurement activity.</p> <p>Support development of existing social value processes internally and externally to maximise the social value benefit for our members.</p> <p>Compile social impact reports for members, suppliers and key stakeholders.</p> <p>Keep up-to-date Fusion21's internal systems for the collection and analysis of social value data across all framework and procurement activity.</p> <p>Use Social impact data and evidence to drive future social value delivery.</p>
<p>Raise the profile of social value internally and externally</p>	<p>Champion social value across the business.</p> <p>Help position Fusion21 as a social value thought-leader in every aspect of your work.</p> <p>Represent Fusion21 externally in meetings, at conferences and at webinars etc.</p> <p>Ensure PR opportunities are maximised.</p> <p>Proactively gather case studies and liaise with the Fusion21 marketing team to promote the positive impact of social value delivery.</p>
<p>General</p>	<p>Maintain a level of knowledge appropriate to the status of the post, from which to advise changes in legislation, policies, requirements, guidance, and best practice as it affects the operation of the Fusion21 and its social value in procurement services.</p> <p>To be a committed team member and Fusion21 ambassador who actively supports team members and external stakeholders through the provision of specialist skills, knowledge, and the use of flexible resources within the wider team and organisation.</p> <p>To always operate in a professional and safe manner in line with statutory duty and the policies and procedures of Fusion21.</p>

Personal Specification

Post holders that do not meet the essential criteria will be given an appropriate period of time to meet the essential criteria. Fusion21 will support individuals in their learning and development to achieve this.

	Essential	Desirable
Skills, Qualifications & Training	<p>Degree or equivalent experience.</p> <p>Minimum of 3 years' relevant work experience.</p> <p>Full valid UK Driving License.</p>	<p>CIPS Qualified or willing to study towards a formal CIPS qualification.</p> <p>Social Value Practitioner Qualified.</p> <p>Evidence of personal development.</p>
Knowledge	<p>An excellent knowledge of Social Value Policy including the Public Services (Social Value) Act 2012 and best practice in social value delivery.</p> <p>Good knowledge and experience of different social impact assessment methodologies and latest developments in the impact measurement field as it relates to social value.</p> <p>Understanding and experience of using CRM systems.</p>	<p>Knowledge of national social value procurement policy drivers, for example PPN 06/20.</p> <p>Advanced Excel skills.</p>
Experience	<p>Experience of developing and/or delivering social value plans and strategies.</p> <p>Experience of contract management and/or commissioning and procurement.</p> <p>Experience of bid writing and/or scoring tenders.</p> <p>Experience managing a range of stakeholders both internally and externally.</p> <p>Experience monitoring and reporting social impact including using SROI methodologies.</p> <p>Experience gathering social value case studies and using these to celebrate best practise.</p>	<p>First-hand experience of social enterprise or non-profit organisations.</p> <p>Experience of embedding social value in procurement contracts and frameworks.</p>

<p>Behaviours, Qualities and Attitude</p>	<p>Uses feedback from appraisals and other sources to consider personal impact and change behaviour.</p> <p>Plans and manages own time effectively and fulfils work requirements and commitments to a high standard.</p> <p>Ensures that own work plans and priorities fit with the needs of others.</p> <p>Communicates concisely using the appropriate method ensuring clear understanding.</p> <p>Understands roles, responsibilities, and purpose within the team, adopting a collaborative approach and respects team decisions.</p> <p>Understands own limitations, operating within areas of competence and seeks assistance when in doubt.</p> <p>Acknowledges the importance of delivering to agreed time, costs and quality in a safe manner and delivers accordingly.</p> <p>Represents the organisational aims effectively and positively.</p> <p>Utilises feedback from stakeholders constructively to initiate continuous improvements.</p> <p>Takes responsibility for providing stakeholder requirements.</p> <p>Behaves in an open, honest, and inclusive manner, upholding personal and organisational ethics and values.</p> <p>Shows respect for the needs of others and promotes equality and diversity.</p>	<p>Reflects on how own values, prejudices and emotions influence their judgement, behaviour, and self-belief.</p> <p>Demonstrates active listening and focus when engaging with others.</p> <p>Receptive to asking and receiving questioning in a polite and constructive manner.</p> <p>Contributes ideas and suggestions for developing stakeholder services.</p> <p>Identifies and contributes to how key stakeholders view and impact the business.</p> <p>Listens to stakeholders and takes action to help.</p> <p>Questions established practices which do not add value. Puts forward creative suggestions to improve the quality of service provided.</p> <p>Identifies where working and cooperating with others can result in better services.</p> <p>Endeavours to work collaboratively.</p>
--	---	---

Prepared by

Name:	Sarah Maguire	Signature:	<i>S. Maguire</i>	Date:	12/08/2024
Title:	Head of Social Value				

Note: This job description is not exhaustive and is not a comprehensive list of all the tasks that may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. The post holder is also expected to carry out other duties which are broadly consistent with the role as identified above. This job description will be subject to periodic review, and it may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.