



**TOR RUGBY CLUB**

# Club Procurement Officer

What you can do for your club

- Promote the club with potential Kit and Equipment suppliers and develop a positive relationship
- Develop an understanding of the procurement requirements of the club
- Lead on purchasing of team kit and equipment

The role

Working with the other volunteers in your club, you will:

- Plan procurement activities
- Consider procurement requirements and ensure value for money is achieved through all purchasing activity
- Work with club suppliers to ensure that purchasing processes are simplified
- Ensure the club online shop is maintained to the clubs specifications and that any rebate due is paid appropriately

Ideally, you'll need to be:

- Have experience in a commercial/retail environment
- Welcoming and easy to approach
- A good listener and communicator
- Confident, well-organised and happy to delegate
- Enthusiastic and motivating

What you'll get out of it:

This is a very special role. You'll provide an important service to the club and community, and for a small investment of time your contribution to the clubs success will be vital. Doing something distinctive and worthwhile like this is attractive to potential employers, and the organisational and communication skills are transferable to any walk of life.

How much time it will take up:

Around 1-2 hours a week.