

# PGL Beyond Job Description



Teamwork



Quality



Safety



Respect



Inclusivity



Fun

## Job Title: Procurement Team Support

Reporting to: Senior Procurement Manager

### Main purpose of the role

To assist all the Procurement Team Colleagues (the Department) in general with their procurement duties, including verbal and electronic communication both with PGL Centre colleagues and Suppliers

As part of PGL Beyond you'll be creating unforgettable learning and adventure experiences that make a real difference to the lives of young people. Our incredible team has always been the secret to our success. Our people are our future and we take great pride in matching your hard work with a promise to look after you and your career.

### Responsibilities

- To assist all members of the Dept when required with Purchasing matters for both Centres and suppliers.
- To manage the purchasing inbox, assign orders, assist with orders and raise purchase orders, match and receipt invoices via our P2P software.
- To assist the management of our supplier/contractor database, adding new, removing old, ensuring compliance.
- To assist the running of our product database, adding new, removing old, editing existing.
- To control and document any purchasing samples received, including stock control for orders held centrally.
- To manage uniform samples and stock control, and process uniform orders.
- To pick and post equipment kept in central stores.
- To pull data from various sources to allow the full monitoring of all our utilities and waste, on a monthly basis.
- To manage the purchasing calendar and taking and circulating of meeting notes when necessary.
- To manage our insurance claims and liaising with key stakeholders over the business to gather information
- To manage the work spaces 1 & 2
- To assist hybrid colleagues with tasks that need to be carried out at Alton Court.
- To assist in gathering information to ensure our ESG and BCorp targets are met and retained.

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- To be able to work in a small but fast paced, hard working team, with day to day variations and deadlines to adhere to, and to be proficient in working and creating excel spreadsheets along with general Microsoft packages

## Useful Information

Our Procurement Team Support function is transforming to better position us to assist the business as we move into the future. As such, our roles are likely to evolve. Therefore whilst this job description provides an overview of the main duties, it is not intended to be exhaustive and it is anticipated that the contents will change over time whilst remaining within the broad remit of the role.

## Person Specification

	Essential	Desirable
GCSE Maths and English to a minimum of grade (4) C, or equivalent	✓	
Able to work under pressure	✓	

Skills & Knowledge	Essential	Desirable
Effective Communication	✓	
IT Savvy Microsoft Applications	✓	
Flexible Attitude for multiple subjects within the role	✓	

Personal Attributes	Essential	Desirable
Well organised and thorough method of working	✓	
Ability to work on your own	✓	
Assertive style 'firm but fair' approach		✓

Additional requirements	Essential	Desirable
Experience of external communications to suppliers / business	✓	
Previous knowledge and experience of Business IT Systems	✓	

## Additional information

### Environmental & Social Governance (ESG)

You are required to uphold and champion our Better Beyond Adventure Environmental Social Governance strategy whilst assisting our B Corp certification.

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This requires personal, departmental and company-wide level participation through ongoing engagement in discussions and decision-making around ESG, upholding company and department ESG goals and targets in your role as an ally.

Our Better Beyond Adventure strategy means we all have a role to play as part of our day job. This varies from team to team and by role. However, as standard it is now a requirement for each role to know how they contribute to delivery of BBA across the three pillars:

- Our places, our planet
- Champions of wellbeing
- Playing our part

And by delivering our BBA goals you will also be assisting our B Corp certification and role modelling our PGL Beyond values.

## Equal Opportunities/Safeguarding

We pride ourselves on hiring the best people, and recognise the importance and benefits of a diverse and inclusive team. However, the protection and safeguarding of our colleagues and the young people visiting our centres is our primary concern. You have a duty to report any safeguarding concerns via the appropriate channels throughout your employment with us.

## Our Values

Our company values of teamwork; quality; safety; respect; inclusivity and fun define our beliefs, and underpin everything we do. Though simple on the surface, when combined, these values create the exceptional experience that sets PGL Beyond apart for both our guests and colleagues.

## 'Lend a Hand'

Lend a Hand provides a valuable opportunity to gain insight into the fantastic work that our PGL centre colleagues are doing every day. During our Lend a Hand weeks, members of our Support Centre teams take time out of their normal routine to work on Centre in areas such as Catering and Housekeeping, enabling us to work closely with colleagues we don't usually work alongside in a job role other than our own, whilst also providing valuable help to our centres at times when they need it the most.

## Right to amend

The company reserves the right to amend the job description in consultation with the colleague to reflect changes in the role.

Job description updated on 26/03/2026