

Job Description



Job Title	Category Lead – Training Academy and Services
Reports to	Principal Procurement Consultant – Consultancy and Training Services
Direct reports	Training Academy and Services Facilitator; Consultancy & Training Assistant
Business Area	Public Sector Customer Engagement – Consultancy Services and Training Academy
Grade	Grade 12
Date	August 2026

1. Job Purpose

To develop and deliver YPO's Training Academy offer, providing professional development in procurement, commercial skills, category strategy and contract management. The role creates and facilitates high-quality training programmes for public-sector customers and suppliers, develops the category strategy, identifies new business opportunities and continuously improves the curriculum through feedback and emerging market trends. The primary goal is to deliver opportunities to grow revenues by engaging effectively with existing and new clients.

From time-to-time the role will support the delivery of Bespoke Procurement Consultancy Services, providing proactive and customer focused solutions that are compliant both with UK legislation and procurement regulations and the client's own internal procurement policy and procedures. These solutions may be of varying complexity, from end-to-end procurement projects and pipeline planning to targeted advisory support.

The role will require a high level of collaboration internally with procurement category teams to ensure the best route to market and appropriate procurement procedures are selected.

2a Key Responsibilities

1. Lead the development, delivery and continuous improvement of procurement, commercial and leadership training programmes and the Procurement Training Academy portfolio, ensuring customers and suppliers build capability and achieve positive learning outcomes. This potentially will include future leadership programmes, professional development pathways and graduate initiatives.

2. Develop and deliver a three-year category strategy aligned with YPO's purpose, commercial objectives and market demand.
3. Drive business growth by identifying, developing and securing new training and consultancy opportunities, working collaboratively with colleagues to expand service offerings and maximise commercial performance.
4. Research markets, competitors, customers and suppliers to inform category strategies, support evidence-based decision-making and manage category risks.
5. Build and manage effective relationships with customers, suppliers and strategic partners, ensuring contractual performance, service quality, commercial outcomes and collaborative objectives are achieved.
6. Develop and implement customer, supplier and marketing engagement plans, maintaining accurate CRM records and monitoring performance against agreed KPIs, revenue targets and business objectives.
7. Design innovative commercial packages and solutions using internal and external expertise, building partnerships that deliver integrated and customer-focused outcomes.
8. Use learner feedback, customer insights and emerging market trends to continuously improve training programmes, curriculum content and the overall customer experience.
9. Lead, support and develop team members, setting clear objectives, managing performance and ensuring colleagues have the skills and knowledge required to deliver excellent results.
10. Deliver high-quality training, and where required consultancy and procurement services, that meet customer expectations and revenue targets, demonstrating YPO's values and ways of working while providing agile, innovative and compliant solutions, including bespoke procurement consultancy support where required. It will be vitall to ensure compliance with procurement legislation, customer governance requirements and Contract Procedure Rules, while applying consistent and transparent commercial charging methodologies.

2b. Generic Responsibilities (must be kept in all job descriptions)

- Work co-operatively with colleagues to ensure that the function operates consistently and effectively in the implementation and application of all departmental procedures and policies.
- Keep up to date with information, training and development opportunities appropriate to maintaining and developing professional service standards.

- Ensure that services are delivered in line with relevant legislation, ISO standards and YPO objectives, values and policies including those relating to Equity, Diversity & Inclusion, Customer Care and Health and Safety
- Undertake such other duties as may be required from time to time that reasonably fall within the scope and grade of the post.

3. Dimensions

- Develop and implement training solutions for customers and suppliers, supporting public-sector procurement and commercial capability.
- Own the operational category strategy and supporting action plans, based on the needs of current and potential customers.
- The role will be based at YPO in Wakefield; however, delivery of some elements could be from the customer base as required.
- The need to act with pace and momentum, to be agile and act flexibility and with creativity to generate a solution in the required timescales for customers.
- Liaise effectively with the YPO & customer procurement services team to drive maximum benefit from internal expertise and knowledge and to ensure cohesive solutions are developed and implemented.

4. Planning and Organising

- Take full responsibility for the category, including contracting where applicable.
- Plan extensively across functions, particularly with Marketing, and monitor performance against defined objectives.
- Contribute to in-year business plans and future procurement strategies to support cohesive, sustainable procurement and wider YPO objectives.
- Develop and maintain a training calendar at least 12 months in advance.

5. Problem Solving & Decision Making

- Make extensive decisions on service development to meet medium and long-term procurement goals and customer needs.
- Exercise considerable autonomy across judgement-based and procedure-based decisions, escalating impacts on the strategic plan to the Principal Procurement Consultant.
- Be accountable for decisions affecting the Training Academy portfolio.

6. Communication and Relationships (internal and external)

- Engage regularly with public-sector customers at all levels, including local authorities, emergency services, government departments, education establishments, purchasing consortia and third-sector organisations, to identify capability needs and shape relevant training solutions.
- Maintain effective relationships with senior YPO officers, suppliers, trade bodies, universities, colleges, partner organisations and other organisations serving the public sector.
- Work closely with internal Business Intelligence & Data, Marketing & Communications, Procurement Services, Human Resources and Contracts & Governance teams.

7. Special Features and Personal Attributes

- A high degree of innovation, motivation and management skills are required to develop and manage services to the expected standard.
- A full driving license would be an advantage.
- Level 2: Proficient This post is subject to the Fluency Duty under Part 7 of the Immigration Act 2016. The post-holder is therefore required to demonstrate a level of fluency which enables them to converse spontaneously with a natural flow, and explain complicated information, using accurate spoken English (including technical or specialist terminology), to service users, and when required, demonstrate an ability to find alternative vocabulary in order to be understood.

Person Specification (Essential and Desirable Criteria)

8. Knowledge, Skills and Experience

Area	Essential	Desirable	Assessment
Knowledge			
Full member or studying towards being a member of the Chartered Institute of Purchasing and Supply (CIPS) having achieved Level 4, or appropriate relevant experience.	x		Application
In depth understanding of public sector purchasing legislation and the current social, economic, legislative, and political environment in which they operate.	x		Application
Commercial knowledge including the sales, margin, profit and loss accounts of categories and the commercial levers to affect change and deliver success.	x		Application/Interview
Knowledge of Procurement Regulations and the Training Category.	x		Application/Interview
Skills			
Customer focused collaborator with strong judgement and decision-making abilities with excellent communication and people skills.	x		Application/Interview
Ability to build and maintain effective relationships with colleagues, senior managers, category team, key partners, service providers, stakeholders and YPO customers.	x		Application/Interview
Ability to develop and implement effective systems of performance management and measurement.	x		Application/Interview

Enthusiastic training skills and the ability to tailor the training to the audience.	x		Application/Interview
Skilled in developing a customer-focused solution that has commercial benefits for YPO.	x		Application/Interview
Demonstrates strong commercial and creative thinking understands how actions impact the wider business; considers commercial aspects of the decision; drives change and innovation.	x		Application/Interview
Demonstrates strong planning, time management and performance reporting skills.	x		Application/Interview
Demonstrates strong business acumen: ability to undertake financial analysis, market trends analysis and ability to use data to inform decision making.	x		Application/Interview
Experience			
Evidence of high-level performance and achievement in a large complex organisation.		x	Application/Interview
Demonstrate a track record in UK public procurement.	x		Application/Interview
Experience of delivering training around Procurement		x	Application/Interview
Jobholder Signature:			
Date:			
Manager Signature:			
Date:			