



Candidate Information

Leadership Business Partner

What We Do

Bloom offers a compliant fully managed marketplace for professional services across the public sector.

We specialise in bringing together a community of clients and suppliers to help the public sector buy and manage services in a compliant, efficient and effective way. We aim to give the best choice for our clients and open up more business opportunities for suppliers, big or small.

We provide a full end-to-end marketplace solution for the procurement, contract management and payment of all professional services.



A message from our CEO

"I am passionate about Bloom and what we believe in, where we're going, and how we'll get there.

Our Purpose, Mission, Vision, and Trademark Behaviours bind us together to form our commitment culture and help us grow both individually and collectively. Our culture influences how we treat one another each day and the behaviours we reward. It creates an environment where everyone is real and true and that is something we all are proud of.

It also drives growth and long-term financial sustainability. **We value individuality and diversity and that's what allows us to work together to create innovative approaches for our customers,** which sits alongside our deep expertise in enabling brilliant outcomes.

Bloom is growing rapidly; we are naturally curious, and our journey has only just begun. We are investing in our people and technology and have big plans for the future.

So, if you think all that sounds interesting then you should consider joining us and being part of it, you'd be working with some great individuals in a great business that cares about its people and customers."



Purpose

Enabling brilliant outcomes today that
build a better tomorrow

Mission

Deliver an outstanding customer experience and maximum value for
every pound spent on professional services

Vision

Provide a professional services marketplace
that delivers brilliant outcomes

Trademark Behaviours

Our trademark behaviours aren't just behaviours, they're our language and an essence of everything we do.

The most successful cultures are the ones that work together in a harmonious way. This is something that we realise and are truly passionate about.

We want everyone who joins Bloom to feel a part of our team. We strive for our people to know that their role is equally important and contributes to the whole Bloom mission. This includes you.

We have our trademark behaviours in place to ensure we're all pulling in the right direction, together as one.

Our trademark behaviours are...



We are Bloom



To find out more about Bloom Procurement Services:

[Case Studies](#)

[Testimonials](#)

[Framework](#)

[Social Value](#)

[Meet the Team](#)

[Bloom News](#)

Bloom Benefits



Company bonus scheme



Simply Health cash back plan



Byond cashback card – earn on your everyday spend



Learning and Development Opportunities – individual personal development plans



Hybrid working & flexibility



Employee Voice – Hive HR Engagement Survey and Open Door



A day off for your birthday – because you deserve it!



Death in Service – four times your salary



25 day holiday allowance - increasing with length of service to a maximum of 29 days plus bank holidays



Hive Fives - Little messages big miles recognition portal. Everyone deserves a pat on the back.



Employee Assistance Programme – for the time you need support



One day to give back via volunteering



Buy up to 5 additional days holiday



Grab a Grand referral scheme



Company Pension Scheme



Company social events



Electric Vehicle salary sacrifice scheme



Cycle to Work scheme

Leadership Business Partner

Remote, up to £28k ,+10% potential bonus
Reporting to Chief of Staff

Job Purpose and Summary

Reporting to the Chief of Staff, the Leadership Business Partner will provide effective and efficient administrative support to the Leadership team at the highest level of quality. They will be agile in their approach with a deep understanding and focus on the importance of delivering exceptional day-to-day administrative assistance. They will possess excellent communication and interpersonal skills, thrive when under pressure and adapt well to change, especially at short notice. They will work in a fast-paced, collaborative culture with the opportunity to fully utilise and showcase their skill set.

Key Accountabilities & Responsibilities

- Act as an ambassador, gatekeeper and point of contact for each leader, dealing with all matters in an efficient, sensitive and reliable manner
- Regular liaison with Chief of Staff and fellow team members to ensure alignment on priorities and to follow up on key actions.
- Understand priorities, reorganising workload and tasks accordingly to ensure they are able to be delivered
- Excellent diary management, ensuring leaders are organised and prepared well in advance.
- Support meetings by preparing agendas, attending meetings, taking minutes, and tracking actions where required
- Managing and coordinating travel for both business and occasionally personal trips.
- Full inbox management - managing and organising the leader's inboxes by responding appropriately and filtering requests on their behalf
- Assisting the leaders in the management of their communications and following up with communications that require responses
- Producing and formatting documents for internal and external communication as required
- Support the People Director and People team with day-to-day recruitment/general HR administration.
- Managing and organising the leader's expense claims
- Performing a variety of ad-hoc tasks as and when required.

Key Performance Indicators

- The Executive Teams time is used for a high level of effectiveness
- Handles pressure in a fast-paced environment.
- Delivery accurately and on time

Mindset, Behaviours, Skills and Knowledge

Behaviour, Mindset and Attitude

We are looking for role holder to be able to demonstrate the following behaviour:

- Behaviours that are in line with our Trademark Behaviours
- Structured and organized
- Curious
- Supportive and approachable
- Flexible and proactive

Skills, Know-how and Experience

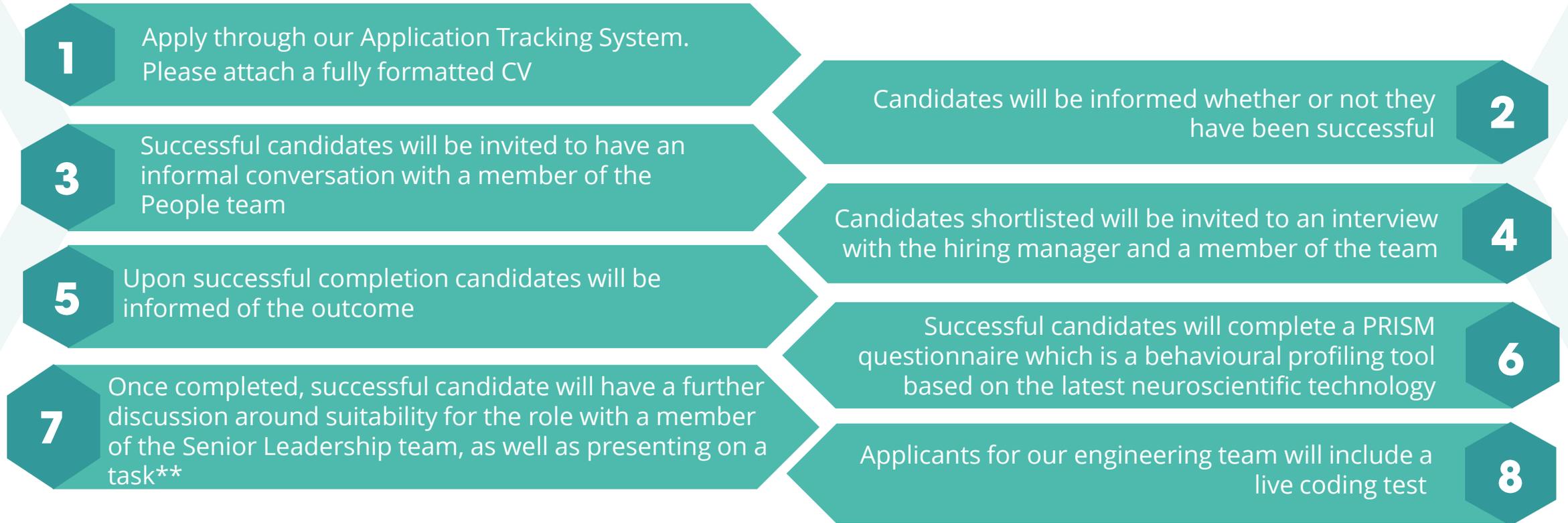
To achieve performance excellence, the role holder must be able to demonstrate the following:

- Demonstrable experience in providing C-Suite level PA support to multiple individuals, including multiple diaries and inboxes.
- Ability to multi-task, work without supervision, ability to prioritise and balance conflicting demands, use own initiative to resolve problems and manage own workload within agreed deadlines.
- First-class organisational skills with excellent attention to detail and a high degree of accuracy
- Ability to be discreet and maintain the confidentiality of information.
- Team player who builds rapport, with a willingness to support colleagues during critical periods
- Experience managing both internal and external relationships.
- Proficient in the use of Microsoft Office including MS Teams.
- Experience supporting People (HR) and/or Legal teams and Executives.
- Experience working in a fast-paced and often changing environment
- The flexibility to work outside of normal hours, including evenings and weekends, may be required from time to time.

Technical / professional qualifications:

- An active interest/involvement in the administrative support industry network would be beneficial.
- A good knowledge of, or ability to source, high-standard hospitality and meeting venues in key UK cities including London, Newcastle and Leeds.

The Recruitment Process



**Dependent upon role. You will be informed and will be given plenty of time to prepare for the task!

What some of our current employees say about us...

“Bloom is a company where innovation and passion run throughout each department, and I think that is the key to its success.

I would say the best thing about working at Bloom would be the people – everyone goes above and beyond to help and provide insight if needed.

Working in the Commercial Team has given me the opportunity to utilise my skill set to bring a positive change to the public sector through professional services. This supported by a flexible working environment makes Bloom an amazing place to work. “

I joined Bloom in April 2021 with one year's PQE. I had known a little bit about Bloom – what it does and how it operates with clients and suppliers - but I was yet to learn all about the ins and outs of the Bloom world.

In the first few months of my role, I got to know the people at Bloom, what they do and how together everyone makes a difference in keeping the Bloom engine running, this was integral to my role.

Through daily talks with my manager, I have been able to discuss all aspects of my role, from challenges faced and ways to overcome them, to how I can improve and what I am doing well in. The constant communication has been and still is a great way for me to learn and develop.

I have been at Bloom for almost a year now and during this time I have met such wonderful people and have learnt a lot! I had no experience of procurement or contracts before joining, but with the help of my manager and the rest of Bloom, I am now in a position where I can confidently say I am good at my job.

At Bloom we are making a real societal difference.

I have had the pleasure of working with some fantastic customers and supporting impactful and critical projects across the UK; from major regeneration projects that elevate the lives of local residents, to complex healthcare projects, ensuring patients continue to receive the exceptional levels of care from our inspiring front-line workers.

This wouldn't all be possible if it wasn't for the Bloom community, who all play an integral role within the business. Brilliant, selfless, and knowledgeable individuals who are passionate about what they do.

Interested? Apply today!
We look forward to receiving your application.