



Candidate information pack

Project Delivery Assistant

What we do...

Bloom offers a dynamic supply chain providing the public sector with a marketplace to buy and manage professional services.

We ensure delivery of quality outcomes from our pre-approved and ever-growing network of suppliers and consultants. Our fully compliant open access marketplace is outcomes based meaning the public sector only pays for what is delivered.





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, essence, proposition, 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."

Amabel Grant – Bloom Procurement Services CEO



Our purpose...

Enabling brilliant outcomes today, that
build a better tomorrow.



Our essence...

The clear path to progress



Our proposition...

Whatever your challenge, we support & guide you through every stage of the procurement journey, enabling more informed decisions and more impactful 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...



Benefits you receive working for Bloom



Company bonus scheme



Simply Health cash back plan



Beyond cashback card – earn on your everyday spend



Hybrid working & flexibility



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



Learning and Development Opportunities – individual personal development plans



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



Employee Assistance Programme – for the time you need support



Death in Service – four times your salary



Buy up to 5 additional days holiday



Company Pension Scheme



One day to give back via volunteering



Grab a Grand referral scheme



Employee Voice – Hive HR Engagement Survey and Open Door



Company social events



Electric Vehicle salary sacrifice scheme



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



Cycle to Work scheme

Job title

Starting Salary £21.5k ,+10% potential bonus

Reporting to Project Delivery Team Leader



Job Purpose and Summary

With a focus on supporting and engaging with Blooms Supply Chain, you will play a key role in building supplier relationships, helping customers as well as providing support both internally and externally, ensuring Bloom's data contributes to the successful delivery of commercial contracts. The role holder will build and maintain relationships with suppliers to ensure the projects moving through Bloom's supply chain flow efficiently.

Furthermore, you will have the exciting opportunity for future growth and development in:

Relationship management and engagement with supplier key contacts and project owners to review deliverables and drive high levels of customer satisfaction through value delivery and support. This position offers a clear path for advancing your expertise in supplier relationship management and enhancing customer satisfaction.

Key Accountabilities & Responsibilities

- Provide updates on project status: including projects being on track, supporting to suppliers, and ensure all data surrounding revenue is accurate and reflective of actual status.
- Create, update, and maintain accurate daily reports and tasks.
- Work with Procurement Business Partners and suppliers/clients to address and resolve project issues that arise post contract.
- Escalate when issues arise with the delivery of projects where applicable.
- Identify and escalate commercial contract variations to the Procurement Business Partners.

Key Performance Indicators

Mindset, Behaviours, Skills and Knowledge

Behaviour, Mindset and Attitude

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

- Putting the needs of the customer at the heart of what you do.
- Demonstrating effective time management and planning.
- Conduct oneself with integrity, honesty, and transparency in all interactions.
- Demonstrate a willingness to collaborate with others.
- Demonstrate curiosity about the supply chain processes

Skills, Know-how and Experience

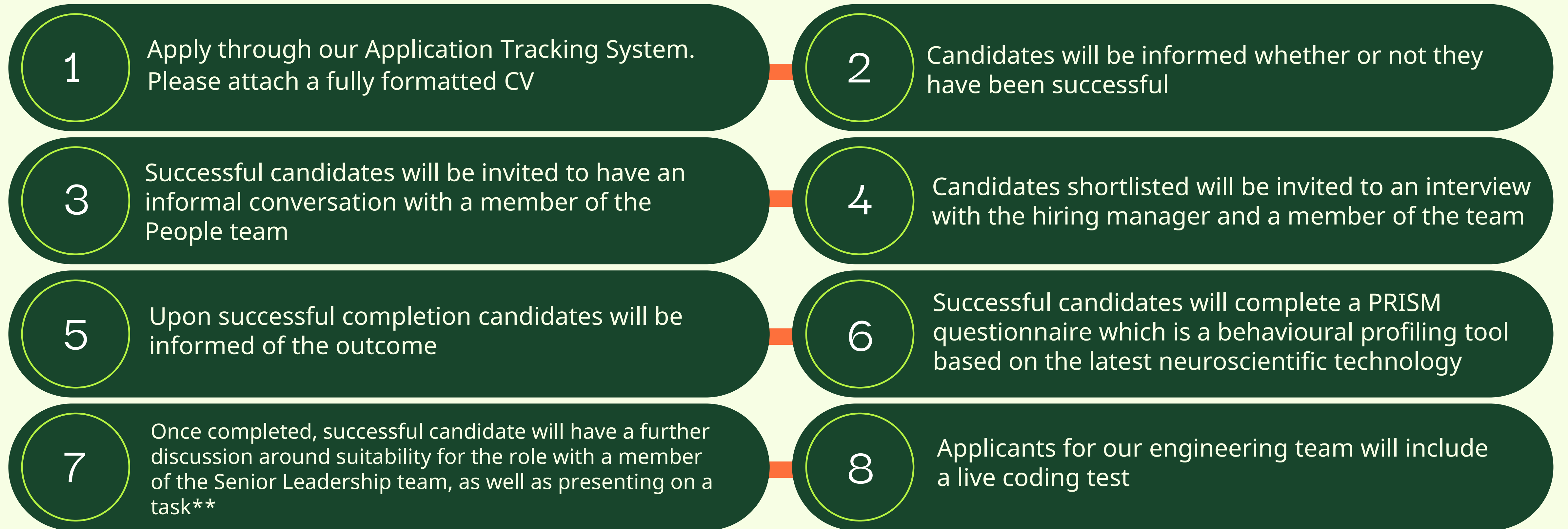
To achieve performance excellence, the role holder must be able to demonstrate the following:

- High levels of attention to detail.
- Excellent planning and organising skills.
- Customer service experience: including excellent communication skills both verbal and written.
- Demonstrable experience of computing skills including Microsoft Word, Excel & PowerPoint
- Effective time management within a busy work environment.

Technical / professional qualifications:

NA

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 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.

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.

