



Peak 2020

Procurement Team Co-Ordinator

Role Description

Role:

To advise and supply the essential equipment needed by the camp.

Reporting to:

Procurement and Quartermaster Manager

Responsibilities:

Mission and Policies

Ensure that the Peak 2020 Mission and Policies are successfully implemented in the areas covered by the role. Ensure that all staff members are adequately trained to enable them to undertake their duties. Ensure that the correct numbers of suitably qualified staff are recruited to ensure that the camp is fully compliant with current health and safety legislation.

In conjunction with the Procurement and Quartermaster Team Manager

Main Responsibilities

- To act as the link with various teams and work closely with them to fully understand their requirements and to agree the best way of procuring their requirements.
- Plan and advice on the equipment that will be required for the camp. Establish suppliers who can provide best value for the camp either purchased or hired.
- To help organise and deliver equipment to the camp
- Assist in the promotion and selling of equipment that will be sold off post camp

Following tasks would take place in the week before camp, camp week and post camp week depending on your availability.

- To assemble sets of equipment ready for distribution/collection as appropriate to the relevant teams.
- Record issue and return of equipment.
- Assist with gas sales during the week of the camp.
- Assist in the return of hired equipment and storage of unsold equipment.

Risk Assessment:

Ensure that a full risk assessment takes place with in all sub teams / activities, and sub-contractors to ensure that all Safety and Security requirements are fulfilled in line with Peak Camps and the associations guidelines.

August 2018