

Procurement Manager - Direct



Why Riverford?

Each week, Riverford delivers outstanding organic food to around 65,000 homes across the UK. This takes loads of brilliant people, from veg growers and box packers to IT experts, and more besides.

We're a friendly, forward-thinking bunch, and our core values run through everything we do. Riverford is 100% employee owned, so working here makes you a 'co-owner' – and it's not just a name! Everyone can play a part in shaping our business. Success means much more than just profits; we want this to be a place people enjoy coming to work, and a business our co-owners feel proud of.

Riverford is proud to be a B Corp; the certification for ethical businesses which work to benefit people and planet. In 2022, we were named one of the Best for the World™ B Corps! This means that our positive impact on staff scored in the top 5% of all B Corps of our size worldwide.

We're thrilled to have made this year's Top 100 UK Best Large Companies list! It's a well-earned recognition of the hard work and passion of our co-owners, and the unique culture we've grown together—a place where everyone can roll up their sleeves, grow, and truly enjoy the journey.



We're owned by
our employees



79th in the UK's Best
Large Companies 2024



Best for the World™
B Corps of 2022



Using business as
a force for good



We're committed to paying
the Real Living Wage

What you'll be doing

Riverford delivers fresh, seasonal, organic food to thousands of customers weekly across the UK. Our procurement team plays a vital role in maintaining the exceptional standards we are known for, sourcing ethically, sustainably, and commercially.

Long-established supplier relationships are integral to Riverford's success. We work over the long term with our suppliers, creating partnerships built on mutual trust and shared benefits. Being commercially astute and securing competitive pricing is essential, but we should always achieve this respectfully, valuing our suppliers and reflecting our core business ethos.

As we restructure our Supply Chain and Procurement functions — clearly defining roles across Planning, Procurement, and Supply Chain Management — this newly created Procurement Manager role will be key to Riverford's future. You'll lead the delivery of our day-to-day buying function, oversee relationships with direct suppliers, support implementation of procurement strategy, and ensure products across fresh produce, chilled and ambient goods, and ingredients are sourced to meet our commercial, ethical, and sustainability goals.

This is a people leadership role — you'll manage a team of Category Buyers, guiding their development and fostering a collaborative, values-led culture. You'll set clear goals, support co-owners' growth, and create space for progression. We're looking for someone as excited by how a team grows as by what it delivers.

This role includes budgetary responsibility, line management, and custodianship of our direct procurement processes. You'll need strong commercial acumen, negotiation skills, market insight, and a proactive approach to managing supplier performance and procurement risk. Based predominantly on-site at Wash Farm in Devon (minimum four days per week), the role also includes regular travel to growers and suppliers across the UK and Europe. These visits are vital to building strong relationships, supporting quality, and aligning suppliers with Riverford's values and standards.

This is a permanent position. The role is 40 hours per week. Based on Wash Farm, Buckfastleigh, Devon, TQ11 0JU.

Your responsibilities

Leadership & Team Development

- Lead, coach, and support a team of Category Buyers responsible for procuring Riverford's product range — fresh produce, chilled and ambient goods, ingredients, and packaging.
- Build a collaborative, high-performing team culture aligned with Riverford's values.
- Provide clear objectives, feedback, and structured development plans to support professional growth.
- Balance strong commercial and performance expectations with a fair, kind, and supportive approach — building a team that is outcome-driven, efficient, and commercially focused, while staying true to Riverford's belief that business can (and should) be collaborative, fun, and values-led.

Procurement Delivery & Budget Management

- Manage Riverford's direct procurement budget, working with your team to ensure efficient category spend and identify cost optimisation opportunities.
- Lead annual and seasonal price negotiations with suppliers, preparing and supporting your team to do the same.
- Oversee the operational delivery of procurement plans aligned with business needs — consolidating weekly volumes, securing volume discounts, and optimising logistics.
- Track and report on procurement performance against agreed targets, using data to inform decisions.

Supplier Relationship & Performance Management

- Build and maintain ethical, sustainable, and commercially sound supplier relationships, working within Riverford's Supplier Charter.
- Manage supplier performance using clear KPIs, working with your team to ensure timely interventions and continuous improvement.
- Represent Riverford in key supplier conversations and site visits, ensuring our standards and values are consistently upheld.

Procurement Planning & Market Insight

- **Deliver procurement activities in line with seasonal plans and longer-term strategies developed with senior Procurement, Supply Chain, Range, and Planning teams.**
- **Lead structured tendering and supplier selection processes where applicable, ensuring fairness and transparency.**
- **Conduct ongoing market analysis to monitor risks, opportunities, and pricing trends, contributing insights to support procurement planning.**
- **Support supply chain risk management by maintaining proactive contingency plans and securing continuity of supply.**

Inventory & Order Management

- **Work closely with the Supply Chain team and contribute to the SIOP process to align procurement with demand planning.**
- **Take ownership of the purchase order process — ensuring accuracy, efficiency, and timely delivery of stock to meet operational needs.**

Compliance, Quality & Sustainability

- **Ensure all procured products meet Riverford's standards — including organic certification, food safety, and ethical sourcing.**
- **Stay informed about relevant legislation, certifications, and sustainability requirements, ensuring supplier compliance.**
- **Collaborate with Technical, Quality, and ESG teams to deliver high-integrity sourcing.**

Development & Progression

- **This is a delivery-led leadership role for someone who wants to own and grow their area of procurement. The successful candidate will lead Riverford's direct buying operations, and with support and development, will have the opportunity to progress with additional responsibilities — including shaping sourcing strategy, leading major supplier negotiations, and taking on broader commercial or supply chain leadership.**

What Good Looks Like

Success in this role will be measured by your ability to build a high-performing procurement team, deliver commercial results, and uphold Riverford's values in every supplier interaction. KPIs will include:

- **Effective management and optimisation of direct procurement spend.**
- **Delivery of annual savings and performance against budget.**
- **Supplier performance against quality, service, and ethical standards.**
- **Development and engagement of the Category Buying team.**
- **Contribution to Riverford's sustainability and customer experience goals.**

Skills & experience

Essential

- Proven experience in procurement leadership, ideally within fresh produce, FMCG, or similar.
 - Strong negotiation skills, commercial acumen, and supplier management experience.
- You've got experience steering teams through change with confident leadership skills – keeping communication clear, morale high, and people feeling included along the way.
- Demonstrated success managing procurement budgets and delivering savings.
 - Experience running structured tendering and supplier performance processes.
 - Skilled in ERP systems and Microsoft Excel for analysis, forecasting, and reporting.
 - Strong understanding of procurement risk, market trends, and stock optimisation.
 - CIPS Level 3 qualified (or equivalent experience).
 - Excellent interpersonal and stakeholder engagement skills.

Desirable

- CIPS Level 5 qualified or actively working toward it.
- Experience working in sustainability-focused or values-led businesses.
- Knowledge of organic or ethical sourcing principles.

Personal Qualities

- Committed to Riverford's core values, sustainability, ethics, and organic food systems.
- Analytical and commercially astute, with a proactive mindset.
- Collaborative and supportive leader, committed to team development.
- Resilient and adaptable in a fast-paced, dynamic environment.
- Excellent communicator, able to engage, influence, and inspire across the business.

Salary

£50,000 - £55,000 Per annum depending on experience

WHAT'S IN IT FOR YOU?

**33 days holiday pro rata (including bank holidays),
plus an extra 2 days when you hit 5 years with us**

Generous & ethical co-owner pension scheme

**Annual profit share; at least 10% of all our profits are split equally
between all co-owners.**

30% off everything we sell

**Organic breakfasts and lunches, home-cooked
by our canteen chefs, at our two biggest sites**

**Enhanced maternity/paternity pay (plus six months of
free organic veg boxes for you and your new arrival)**

An annual allowance to spend on Riverford branded clothing

Lots of free co-owner social events and celebrations

Flexible working options

2 paid volunteer days per year

**Bike loan scheme (we'll cover the cost
initially so you can get your bike tax-free)**

Life assurance cover

**A generous thank-you gift if you 'recommend a friend' to work with us
too. Lots of people work alongside their loved ones at Riverford.**

**Wellbeing resources, including Mental Health First Aiders
and access to free health and wellbeing services such as
counselling and physiotherapy. Your wellbeing is a top priority, and
there's lots of support at Riverford and beyond.**

**Training and progression opportunities open to
all, including fully funded apprenticeships.**

Riverford's values

