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| **JOB DESCRIPTION** | | |
| **Job Title: Valued Supplier Scheme Manager** | |  |
| **Job Location: Global** | |  |
| **Line Manager: Head of Partnerships and Income** | |  |
| **JOB PURPOSE:** Briefly describe the overall purpose **or** function of the job | | |
| ***The IAPB Valued Supplier Scheme (VSS) launched in 2020 provides recommended products and services to*** *assist buyers, particularly those from low- and middle-income countries, to make informed procurement decisions.*  The VSS brings together quality eye care suppliers and showcases products and services best suited for eye care delivery in public health settings. The VSS fills a critical gap in the sector. The VSS (previously the Standard List) has been operating for nearly 40 years.  [*https://www.iapb.org/connect/valued-supplier-scheme/*](https://www.iapb.org/connect/valued-supplier-scheme/)  **Job Purpose:**  To be the lead relationship manager for all matters relating to the Valued Supplier Scheme which includes:  **Working with Valued Suppliers**   * Maintaining and developing two-way positive communication and engagement with Valued Suppliers (VS). * Regular review of products to ensure website is up to date. * Promotion and marketing of Valued Suppliers via social media, communications and across IAPB networks. * Marketing of Valued Suppliers via Eye Health and Ophthalmic Global meetings and events. * Sharing opportunities to engage in IAPB activities including advocacy, World Sight Day, Regional meetings and working groups.   **Working with IAPB members and the wider sector**   * Advising and recommending to members appropriate Valued Suppliers and their tested technologies and services. * Engagement with key member organisations to monitor the trends in eye health technologies and their respective procurement strategies, and to keep them well informed of new technologies and introductions to Valued Suppliers. * Supporting IAPB working groups and Technology task force with appropriate equipment, services and technology recommendations and advice. * Set up and manage an IAPB procurement expert group to advise and support members on best practice in procurement.   **Recruitment of new Valued Suppliers**   * Source new innovative and affordable technologies and services that will assist the delivery of equitable eye health services primarily in low and middle income countries. * Recruit new eligible Valued Suppliers to the scheme who offer innovative and appropriate technologies, solutions, equipment and services. * Manage the agreed processes for the selection and due diligence of potential new Valued Suppliers. * Management of the online platform, including uploading, content, design. | | |
| **MAIN ACCOUNTABILITIES:** | | |
| 1 | * To manage all day to day matters relating to IAPB’s Valued Supplier Scheme (VSS) * To be the first line of contact for all VSS enquiries and provide intelligence for IAPB staff interaction with member organisations and VSS. * Work closely with the IAPB communications team on newsletters, social media and other member communications and engagement to increase retention and recruitment. * To be responsible for securing annual VSS membership income * Maintaining agreed VSS retention rates and achieving agreed VSS recruitment targets. | |
| 2 | * To support the Head of Commercial Development as required in maintaining and building the relationship with our Patron and Members including providing briefings, key messages and background information on Valued Suppliers and other partners and stakeholders. | |
| 3 | * To assist the Head of Commercial Development as required in engaging with VS for their financial support / sponsorship of events, projects and other assignments. | |
| *4* | * Full responsibility of recruiting Commercial Organisations, mainly from the VSS but not entirely, for sales of exhibition space at IAPB Conferences (IAPB Council of Members and IAPB General Assemblies) | |
| *5* | * Full responsibility of managing Exhibitor’s expectations at IAPB events, including member introductions, and marketing | |
| *6* | * Full responsibility of maintaining an up-to-date database of Valued Suppliers and contacts, including full details of proposed VS in the pipeline | |
| 7 | * Provide financial and budgetary updates to the Director of Finance and Team as required, advising them about any potential new VSS income or concerns about income as soon as possible. | |
| 8 | * Liaise with external agencies and suppliers as necessary to help deliver key IAPB global projects and events invested in by Valued Suppliers for our IAPB events (CoMs and GA) and other global IAPB events. | |
| 9 | * Be an ambassador for IAPB with all our external stakeholders and promote the value of partnership and collaboration in every aspect of the role. | |
| 10 | * Undertake any other reasonable duties that may be considered to be within the remit of a **Valued Suppliers Manager** as agreed between the line manager and post holder. | |
| 11 | * Representation on IAPB Working Groups where applicable to the VSS – ie/ Climate Action WG (Sustainable Procurement), Diabetic Retinopathy WG etc. | |
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| 13 | * Provide Procurement and Product advice to IAPB Members and Partners when requested either on a consultancy basis or free of charge for quick and easy responses. | |
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| **JOBHOLDER ENTRY REQUIREMENTS: *In a series of brief statements identify the essential knowledge, skills and behaviours required.*** |
| **Knowledge (Education & Related Experience):**  (E) Essential, (HD) Highly Desirable, (D) Desirable     * Experience of account and relationship management (E) * Experience of delivering sales or marketing activities (E) * Experience within or understanding of the eye health sector (E) * Experience of using CRM / stakeholder management systems or web systems and updating and managing content. (HD) * Experience of working within or knowledge of low/ middle income settings   (HD) |
| **Skills (Special Training or Competence):**   * Outstanding relationship building skills at all levels (E) * Excellent self-awareness and interpersonal skills (E) * Excellent verbal and written communication skills including strong presentation skills (E) * Highly organised and process driven (E) * Proficient with social media (HD) |
| Corporate Competencies and Key Behaviours:  * Passionate about effecting change at a global level with a deep commitment to the vision, mission and strategic goals of IAPB * Demonstrates integrity by modelling the IAPB’s values and ethical standards * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability * Action orientated |
| **OTHER COMMENTS** |
| Full-time, permanent post, occasional evening and weekend working will be a feature of this role. |