

Events and Volunteering Administrator

Salary: £23,000 – £25,000 per annum (depending on experience)

Full time - 35 hours per week

Hybrid Working – Home Based/Princes Risborough

We're Association for Project Management (APM). We're a professional membership organisation that sets the standards for the project profession. As a registered charity, we reinvest our surplus for the benefit of our members and the profession. We deliver education and develop qualifications. We conduct research and provide knowledge and resources. We run events and share best practice. We give people the opportunity to connect and provide community for our individual members and corporate partners, wherever they are. Above all, when doing so makes a difference, we challenge the status quo.

Job Role Overview

An exciting opportunity has arisen within our Events and Volunteer Engagement department for an Events and Volunteering Administrator to join the team.

The successful candidate will be proactive and provide direct support, with regular communications, to colleagues in the Events and Volunteer Engagement team, for the smooth delivery of events and volunteering activities.

This role will involve working alongside APM volunteers, sponsors and suppliers, to support education outreach initiatives, event sponsorship growth, event administration and communications.

You will be someone who is a natural communicator have great attention to detail, customer focussed and enjoys planning and organising. If you have the essential experience and skills we are looking for, we would love to hear from you.

Qualifications

- Educated to GCSE Level or equivalent

Experience

- Experience in an administrative role

Skills

- Good PC skills, including Word, Excel, PowerPoint, Outlook (email), MS Teams
- Communication skills written and verbal
- Organised and efficient
- Excellent time management skills
- Ability to prioritise

Why APM?

APM is chartered. We're the only chartered organisation representing the project profession, anywhere in the world. We know that better project delivery is about achieving your desired outcome. We believe that doing so is about so much more than process alone. We're champions of the new. There has never been a more important time for debate, so naturally we're at the heart and helm of that too. In a complex and shifting world, we're helping the project profession deliver better.

If you are interested in this opportunity and feel you have the necessary attributes, skills and expertise for the role, please send your CV and covering letter to e-mail: recruitment@apm.org.uk

We reserve the right to close the vacancy once we have received sufficient applications, so please be advised to submit your application as early as possible.

Main benefits at APM:

- 25 days holiday (excluding all public holidays). This increases after four years' service.
- Private healthcare and dental cover is available after completion of six-month probationary period. APM pays the premium for the employee. This becomes a 'benefit in kind'.
- Pension scheme offered in line with auto enrolment with up to 8% contribution from APM.
- Company sick pay scheme.
- Life assurance at four times the salary.
- Salary sacrifice schemes – pension, cycle to work scheme, additional annual leave (up to 10 days).
- Free parking on site.
- Employee Assistance Programme.
- Performance Related Pay (PRP) scheme. The discretionary bonus will take account of individual performance as well as APM's overall financial performance.
- One paid volunteering day per year.
- Hybrid/flexible working options are available dependent on job role. However, there is a requirement to come into the office 4 days per month.