



Marketing Assistant

Salary £18,750 – 20,000 p.a. (depending on experience) plus benefits

Temporary position– 35 hr per week

The award-winning Association for Project Management (APM) is the Chartered body for the project profession. APM is a registered educational charity with over 23,000 individual and 600 corporate members making it the largest professional body of its kind in Europe. APM is committed to developing and promoting a professional approach to project management through our broad offering of professional membership, qualifications, publications, resources, research and events. APM's vision is ambitious, challenging and radical. We recognise that to deliver it we need to inspire everyone to create "a world in which all projects succeed with project management as a life skill for all."

Reporting to the Marketing Manager, the Marketing Assistant works with the Marketing team, plus a team of third party suppliers and contractors, to deliver marketing and communications activities in support of APM's products and services.

This is a busy and varied role which includes **administrative support to the marketing department, to ensure that marketing campaigns meet their objectives**, all marketing literature is produced on time, support is provided at APM trade exhibitions and other key events always ensuring that APM's corporate identity is adhered to in all marketing literature.

Applicants should have a good working knowledge of MS Word, Excel, Outlook and PowerPoint and the ability to produce clear written documentation. Educated to degree level or CIM Qualified (or working towards) is desirable as is experience of working in a Marketing Department. Excellent communication skills and strong organisational skills are essential for this role.

The Association for Project Management (APM) is a membership association, professional body and charity. It was first incorporated in 1972 and obtained its Royal Charter on 1 April 2017. APM's mission is: "Inspiring communities to deliver meaningful change for societal benefit by advancing the art, science, theory and practice of project management." Detail on APM and its Charter can be found at apm.org.uk

If you are interested in this opportunity and feel you have the necessary skills and expertise to work with APM please email your CV to: recruitment@apm.org.uk

Please note if you have not been contacted within three weeks of the closing date, unfortunately your application has been unsuccessful on this occasion. We wish you all the success in finding employment. NO AGENCIES PLEASE

Main benefits at APM:

- 25 days holiday (excluding all public holidays). This increases with length of service – by one day after four years' service, then another day every other year, to a max of 30 days per year.
- 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. APM can contribute up to 7% of your salary depending on your own contribution. Even if you don't want to make any contributions, APM can contribute 4% of your salary. The pension scheme is available as a salary sacrifice.
- There is a sick pay scheme which pays up to 30 days full pay for sickness absence in a rolling 12 months period, payable after probationary period.
- Life assurance at four times the salary.
- Salary sacrifice schemes – childcare vouchers, bus and train season ticket loans, cycle to work scheme, walking to work scheme, additional annual leave (up to 10 days), and pension scheme.
- Free parking – this is not guaranteed.
- 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