**Event Sponsorship and Sales Manager**

**Salary £30,000.00-£35,000.00 depending on experience**

**Full time permanent - 35 hours 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. Our vision for the profession is ambitious, challenging and radical. Above all, it reflects what society expects: a world in which all projects succeed.*

As the **Event Sponsorship and Sales Manager** reporting to the **Events Manager**, you will be responsible for building APM event sales through sponsors and delegate sales, develop long term relationships with a portfolio of sponsors and APM’s corporate partners and affiliates, increase income from these activities as well as other activities as identified in the Commercial Policy.

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| The successful candidate will be responsible for revenue generation from corporate, academic and training provider customers across APM events. |
| The role-holder is responsible for managing and delivering the agreed annual business plan for this area within agreed expenditure budgets. |

**Required Skills and Experience:**

The following skills, experience and knowledge are required:

* Significant experience in event sales, event sponsorship management and marketing.
* Experience in creating and selling sponsorship packages for events and/or in charitable or other not for profit organisations
* Experience in a business development role, skilled in building relationships with corporate clients.
* Experience in developing contra agreements and partnerships with not for profit organisations.
* Knowledge of event revenue models, including sponsorship packages
* Knowledge of the charity and professional association sectors
* Knowledge of the discipline of project and programme management
* Commercially and financially literate
* High quality presentation skills

*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. The object of APM is ‘to advance the science, theory and practice of project and programme management for the public benefit’. Detail on APM and its Charter can be found on our website apm.org.uk.*

Please send your up to date CV torecruitment@apm.org.uk**, closing date** for **this role will be 29th June 2018.**

***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.