**External Affairs Co-ordinator**

**Salary: circa. £25k - £30k depending on experience**

**Full time permanent - 35 hours per week**

**Location – Princes Risborough, Buckinghamshire, HP279LE**

*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.*

The successful candidate will be an integral part of the external affairs department and will primarily be responsible for providing logistical support to the team.

You will act as a first point of contact for APM External Affairs providing advice and assistance on the APM research programme and APM external affairs activity particularly in relation to the apprenticeships and wider educational outreach programme. Key responsibilities will include: coordinating finance data, information and data management, helping to support APM research and education-related events and providing content and dissemination support to the team. The post may also include some desk based research when required.

Knowledge of the educational and research environment and an appreciation of the work of a professional body is desirable as is the ability to analyse and present data

You will be educated to degree level and preferably have 2 to 3 years’ experience in an environment that is outward facing e.g. PR communications, marketing or similar. Experience of Budget management is desirable.

**Additional skills and experienced**

* Able to plan and use digital media effectively
* Ability to build effective business relationships
* Effective PC skills including Word, Excel, PowerPoint
* Strong ability to produce clear written documentation
* Excellent communication skills – written and verbal
* Well-developed teamwork skills
* Strong organisational skills
* Negotiation skills
* Effective 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 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 send your CV to e-mail:** [**recruitment@apm.org.uk**](mailto:recruitment@apm.org.uk) **by 3 August 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. APM will contribute a minimum 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 (pro-rated for part time employees) 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 – cycle 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