**Professional Standards Manager**

**Salary: circa. £35 - £40 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 role is designed to manage and maintain as fit-for-purpose a range of APM professional standards and qualifications, maintaining the integrity of each, managing the assessment infrastructure which supports their effective operation and advising on the need for any improvement and updates to them.

The successful candidate will have experience managing or developing professional standards or qualifications and experience of managing dispersed and associate teams. Excellent communication skills, written and verbal are essential as is the ability to analyse and present data with monthly reports produced on qualifications/standard performance. It is desirable that the successful candidate have experience working within a professional body.

**Additional knowledge and skills**

* Knowledge of assessment design
* Knowledge of quality assurance in relation to professional standards and qualifications
* Highly developed communication skills
* Good negotiation skills
* Relevant PC skills in Word, Excel, PowerPoint and examinations management software

*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