**Volunteers Administrator**

**6 Month Contract**

**Salary £18,750.00 depending on experience**

**Full Time – 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.*

Reporting to the Volunteers Manager, the role holder is designed to remove the weight of administration from volunteer committee members, leaving them to steer the group and make decisions but giving them a resource with which to implement their plans. This will support the Volunteer Co-ordinator role which will be focussed on delivering the groups’ business plans in line with APM strategy in an environment of continuous improvement.

The successful candidate will provide support to the Volunteers Manager and Volunteers Co-ordinator in providing proactive regular communications and administrative support for the team and for the volunteer groups.

Skills, knowledge and experience required

* Experience in a role involving communication with professionals
* Confident telephone communicator
* Excellent communication skills – written and verbal
* Organised and efficient
* Ability to prioritise

*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*

Closing date for applications is Friday 28th September 2018 please send your CV and covering letter to [recruitment@apm.org.uk](mailto:recruitment@apm.org.uk)

***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