**Content Coordinator**

**Salary: between £23,000 and £25,500 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.*

Working with internal and external suppliers, subject matter experts and the APM E-Learning Manager, the successful candidate will support the development of a range of digital knowledge content for the APM website and e-learning platform. The role’s responsibilities will focus on two platforms – the APM website; providing content for blogs, news, and free resources, and the APM e-learning platform; providing premium resources for members and paying non-members. There will be a mix of creating and editing content, as well as managing various projects.

You will have experience of working on website content, and have an appreciation of online content development and e-learning. Understanding the work of a professional body is desirable but not essential. You will have an aptitude for writing and a natural way with words, able to adapt tone and language to suit the audience and medium.

The role holder will have excellent communication skills, confident in taking initiative and making decisions, and have well developed team work skills. Highly effective IT skills including Microsoft Word, Excel and PowerPoint are essential.

*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** **by 17th September 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