**Business Development Coordinator**

**Salary: £23K 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 26,000 individual and 500 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.*

This role will report directly to the Head of Commercial and the main purpose of the role will be to support the commercial team to attract and win business in terms of individual members, corporate partners and affiliates and qualification takers via the network of accredited providers.

The successful candidate will be responsible for supporting the partnership and international

development team through the co-ordination of forums and events, dispatching of

marketing materials and event logistics be the first point of contact for accreditation applications from training providers and manage the end to end application process.

Key Skills and experience;

• Officer-level experience in a customer-facing role in a sales environment

• Experience in education, training or a professional body

• Previous CRM management experience

• A proven track record in making outbound sales calls

• Knowledge of the business environment that APM operates in.

• Knowledge of sales and marketing and relationship management techniques in a B2B environment

• Excellent IT skills in Microsoft Office, especially Outlook, PowerPoint, Excel, Word

• User level capability in web-based communications and database operations

• Strong analytical and numeracy skills

• Excellent communication skills in all media

*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 by closing date 19th October 2018 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