**Senior Events Coordinator**

**Salary £27,000.00 - £28,000.00 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 27,000 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 events manager, the senior events coordinator will be responsible for planning, coordinating and delivering APM’s most established and highest profile events, including the APM flagship conference and APM Awards. Self-motivated and pro-active, the senior events coordinator will also provide crucial support to the events manager in planning, developing and delivering the APM events programme and will be expected to represent the events manager on certain occasions. The senior events coordinator will work with a variety of external stakeholders such as members, potential members, volunteers, third party suppliers and contractors as well as all internal departments, so strong communication skills are essential in this role. The role holder will be a driven individual, striving for continuous improvement in their work and have proven experience of meeting deadlines. They will be responsible for delivering engaging, professional, customer-focussed high-quality events which achieve success in line with APM’s objectives.

The successful candidate will have 2-5 years of experience working in an event management role and must have been responsible for successfully planning and coordinating events from start to finish. They would ideally be educated to degree level and/or hold a marketing or event management qualification. They should have experience of working within customer focussed and marketing environments, ideally with experience of coordinating B2B conferences for up to 700 people and Awards entries and ceremonies. Experience of working with volunteers and knowledge of Associations and the project profession would be advantageous.

Excellent communication and stakeholder management skills 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*

Please send your up to date CV to[recruitment@apm.org.uk](mailto:recruitment@apm.org.uk)**,** closing date for applications is 31st January 2019 at 12pm.

***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. Even if you don’t want to make any contributions, APM can contribute 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 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 – childcare vouchers, bus and train season ticket loans, cycle to work scheme, walking 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.