**Editorial Co-ordinator**

**Salary: £24,000.00-£27,000.00 p.a. depending on experience**

**Permanent Position- 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. We will in the next few months be admitting the first cadre of Chartered Project Professionals to our register. Our vision for the profession is ambitious, challenging and radical. Above all, it reflects what society expects: a world in which all projects succeed.*

Association for Project Management are looking for an enthusiastic and productive individual with a passion for writing and editing and a keen eye for detail to join the knowledge department. The primary focus of the role will be to plan and manage our editorial schedule including writing, commissioning and publishing to our website relevant, thoughtful, engaging and effective content on project management related topics.

Key tasks

* Plan and manage APM’s blog and editorial schedule, with a view to publishing between 2 and 5 posts per week
* Write, commission and edit/ proof read blog posts
* Publish editorial to APM website
* Support the knowledge team in the production of a broader range of published and online knowledge resources

Key skills

* Exceptional writing and editing skills and a sharp eye for detail
* Able to work independently as well as part of a team, delivering accurate content under deadline pressure
* Able to grasp concepts quickly and a willingness to engage with project management related topics
* Self-motivated, proactive attitude and can-do approach
* Excellent interpersonal and communication skills (written and verbal)
* An understanding of project management would be advantageous but not essential
* Confident in using MS Office and web tools

*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 for the role please send your CV to e-mail:** **recruitment@apm.org.uk** **closing date 30th January 2019.**

***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