



Head of Education & Lifelong Learning

RECRUITMENT INFORMATION PACK

THE **CHARTERED BODY** FOR THE
PROJECT PROFESSION

WELCOME



Dear applicant,

Thank you for your interest in the position of Head of Education & Lifelong Learning at APM.

The award-winning Association for Project Management (APM) is a registered educational charity with over 27,000 individual and 500 corporate partners making it the largest professional body of its kind in Europe.

In a world where financial uncertainty is the norm and billions of pounds are spent on projects and programmes by both Government and private industry APM has a significant role to play in increasing project outcomes helping to create economic growth, jobs and improving lives. Project failure is no longer acceptable, and you will have a key role in helping increase project success and show the value of a professional approach to projects whether it's by internally supporting APM to grow its value proposition or externally with individuals and organisations.

Our vision for the profession is ambitious, challenging and radical and reflects what society expects.

I am now seeking to bring new capability to APM by building a new leadership team who will bring new thinking and approaches to enable us to deliver our strategy.

This is not a role for someone seeking a life in a comfort zone – it will be challenging and there will be exciting hurdles to overcome. Equally this is an opportunity for an individual to make a tangible difference and leave their legacy on developing a critically important profession at a crucial stage in its development as it seeks to maximise the benefit of becoming a chartered body. The successful individual will come with proven leadership experience as well as proven expertise in the teams they will lead. They will be part of a new leadership team able to influence new ways of working setting the tone and culture of APM moving forward.

These are new roles within our organisation supported by very able and knowledgeable teams which offers an excellent and exciting opportunity to make your mark. If you feel you have the skills, experience and passion we are looking for we look forward to hearing from you.

As you read more about the APM and the role in this information pack, I hope that you feel you have the skills, experience and passion we are looking for and I look forward to hearing from you.

If you would like to have an informal conversation about this opportunity you can contact our advising consultants Peridot Partners; John Powley (M: 07753 249383 or E: john@peridotpartners.co.uk) or James Hunt (M: 07711 405 444 or E: james@peridotpartners.co.uk)

Debbie Dore

Chief Executive

Association for Project Management

ABOUT APM

The award-winning Association for Project Management (APM) is a registered educational charity with over 27,000 individual members and 500 corporate partners, making it the largest professional body of its kind in Europe. As the chartered body for the project profession we are committed to developing and promoting the value of project management to deliver improved project outcomes for societal benefit.

[Watch APM – the chartered body for the project profession video](#)

What we offer

There are a number of ways in which individuals and organisations can benefit from what we do, including:

- **Membership** – Professional membership for both individuals and organisations.
- **Qualifications** – Project management qualifications with accredited training courses for project professionals.
- **Chartered Project Professional (ChPP)** – A recognised benchmark for those who have achieved the highest level within the profession.
- **Publications** – A range of books, reports and guides.
- **Resources** – A suite of materials designed to help people become a project professional and develop their career.
- **Research** – An innovative research programme designed to advance project management thinking.
- **Events** – Project management subject-related events, excellence awards and conferences for project professionals.
- **Online learning** – An in-depth library of tools and resources to broaden knowledge and skills.
- **Apprenticeships and careers advice** – Assisting the development and growth of project management talent.

Our achievements

2018 was a landmark year for APM as we announced our first ever cohort of Chartered Project Professionals covering nearly 50 different sectors. By building on the number of those who achieve chartered status will continue to enhance the status of project management, raise standards and grow the influence the profession has in society. We continue to expand our events programme that culminated in the biggest ever celebration of project management success with 650 guests at the APM Awards. We have seen record levels of individual members and an increasing number of corporate partners, which shows the value of engagement we are having with the project community. Our innovative research programme continues to deliver insights to the profession while collaborations with organisations such as Arup, UCL and PWC helps to explore the value the profession is delivering to the UK economy. We raised the profile of project management via our first ever advertising campaign by promoting the opportunities that a career in the profession brings. This ran in conjunction with the development of career paths and an educational outreach programme to ensure we help nurture the talent of tomorrow.

We continue to work on publishing the next edition of the APM Body of Knowledge which is vital to creating a foundation for the successful delivery of projects, programmes and portfolios.

The last 12 months have set a platform for us to grow and drive our ambition as we continue to develop our products and services, strengthen our internal capabilities with the adoption of new technologies, while building our influence in the UK and internationally.

Inspiring positive change – APM strategy

Our vision for the profession is ambitious, challenging and radical. Above all, it reflects what society expects: A world in which all projects succeed with project management as a life skill for all. We cannot deliver this vision alone. The APM mission is: inspiring communities to deliver meaningful change for societal benefit by advancing the art, science, theory and practice of project management.

our objectives

Chartered standard

Successfully position, develop and launch the Chartered standard to become the accepted benchmark standard for project professionals.

Membership growth

Accelerate the growth, diversity and global reach of APM's membership by engaging with new sectors and communities.

Knowledge and research

Advance the art, science, theory and practice of project management with an innovative knowledge and research programme.

Organisational innovation

Define and build APM as the model of a sustainable professional body for the 21st century.

Collaborate and engage

Accelerate the universal adoption of project management by people delivering change through collaboration and partnerships.

How APM is run

The Association for Project Management (APM) is the [chartered body for the project profession](#) and is the United Kingdom [member association of IPMA](#). It is incorporated by [Royal Charter](#) RC000890 and is governed by its Charter, which is supplemented by its [regulations](#). APM is a registered charity No. 1171112, VAT No. 261 595 782. Individuals in the Full member and Fellow grades (MAPM/FAPM) are members of the company. In accordance with the Charter, the board of APM also agrees regulations to cover detailed aspects of governance. This includes the matters that the board has devolved to staff of APM to undertake on its behalf. APM typically has a board of nine elected trustees (who must be Full members) and up to three appointed trustees. The role of the board and the trustees is explained in more detail [here](#), and in the candidate briefing pack for the annual elections.

Annual reports and reviews

- [Member review 2017/18](#)
- [Annual Report and Accounts 2017/18](#)

For further information, please visit apm.org.uk

JOB DESCRIPTION

Role Description: Head of Education & Lifelong Learning

Location: Princes Risborough, Buckinghamshire

Salary: c£75k, depending on experience, plus benefits

Note: numbers in brackets () – please refer to the separate Guidance Notes.

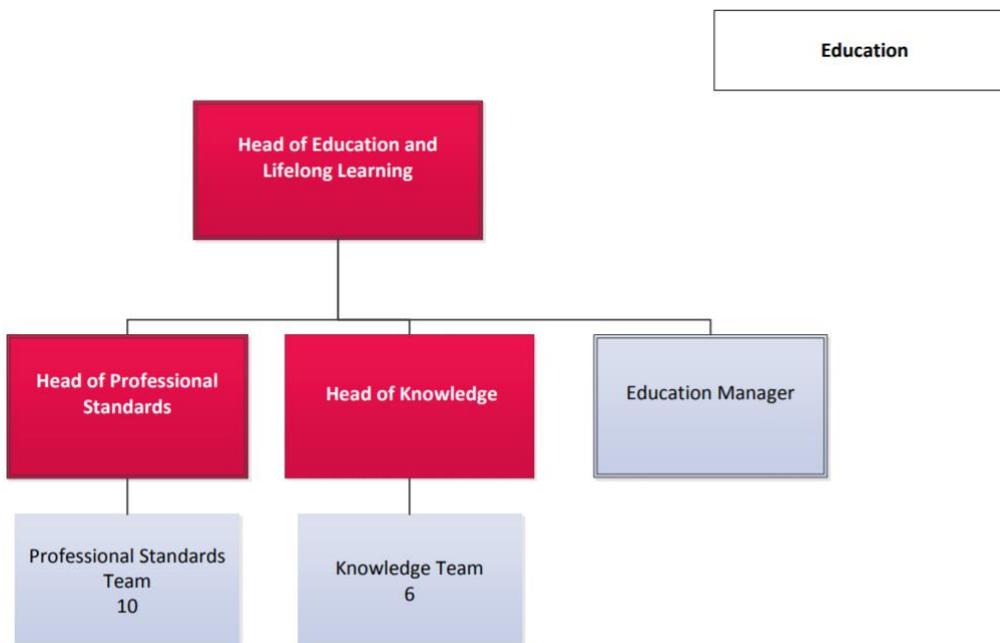
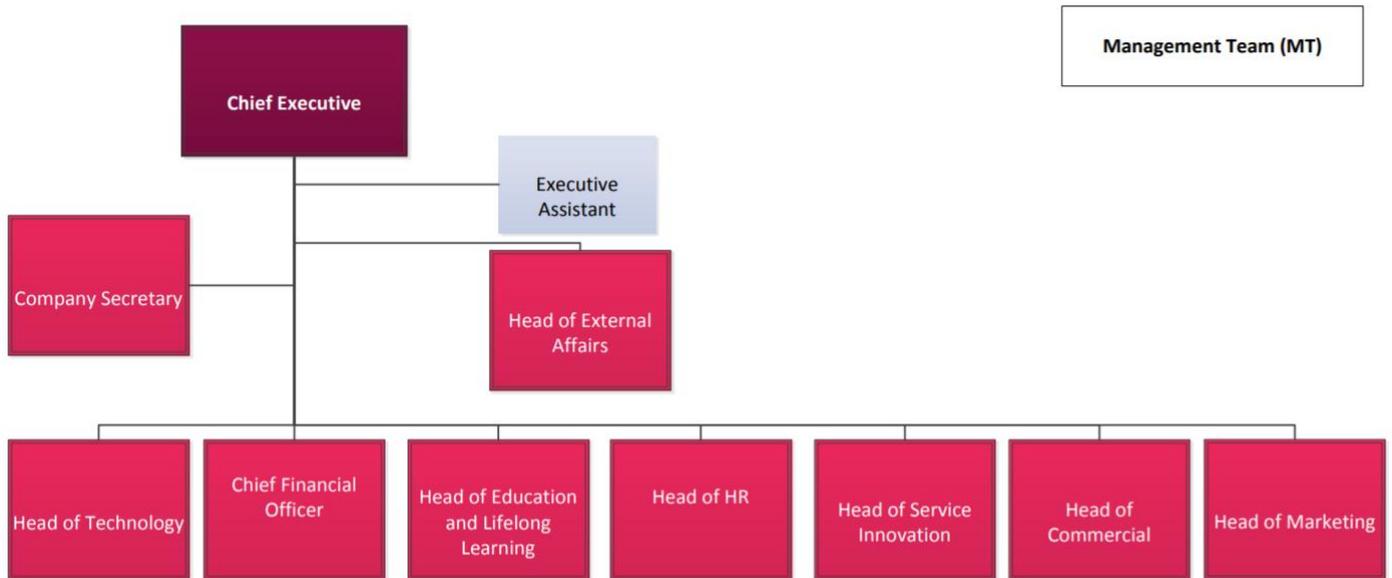
Role title	Head of Education & Lifelong Learning	Department	Education & Lifelong Learning
Reports to (1)	Chief Executive Officer	Reports	20
Key relationships / interfaces (1)	Internal:	CEO, Leadership Team, Board, Board Committees, assessors and volunteers	
	External:	Corporate organizations, HEI's, FE, accredited providers and other business partners, peer organizations and other relevant standards and qualifications bodies.	
Role purpose (2)	To develop and deliver a robust education and lifelong learning strategy that inspires individuals and partners to invest in the growth and development of the project profession to meet future demand with project management becoming a career of 1 st choice.		
Breadth of responsibility (3)	This role is responsible for identifying and meeting the requirements of the Chartered body in the strategic development and continuous improvement of APM standards, knowledge, CPD and engagement with education.		
Dimensions and limits of authority (4)	Full responsibility for activities aligned and identified in the Inspiring Positive Change Strategy and resulting from APM Business Plan. Operating within agreed budgets and APM-wide operational policies and procedures.		

Key responsibilities / accountabilities (5)	Key performance measures (6)
General	
<ul style="list-style-type: none"> Be an effective and proactive member of the APM Leadership Team contributing to a high performing inclusive culture 	<ul style="list-style-type: none"> Feedback from CEO through performance management framework and peer feedback Positive engagement with wider Leadership Team Clearly identified behaviours that achieve objectives

Key responsibilities / accountabilities (5)	Key performance measures (6)
<ul style="list-style-type: none"> Inspire different communities through presentations and papers on the robustness of the project professions as a career of choice and the different career paths within it 	<ul style="list-style-type: none"> Engaging and knowledgeable presentations to different communities Increased buy-in and understanding of APM Career Path Diversity of routes to support those joining profession from different start points
<ul style="list-style-type: none"> Turn strategy into delivery identifying and managing progress across different elements of the strategy to enhance and build APM's reputation Executing the strategy into deliverables, Building APM's reputation. 	<ul style="list-style-type: none"> Work positively with portfolio team to identify projects and development plans Build and manage a capable team who can deliver BAU development and are equipped to do so
<ul style="list-style-type: none"> Ensure an external focus is maintained on all aspects of Education & Lifelong Learning so that best practice is identified and brought into the thinking and planning processes for APM. Externally and internally benchmark Education and Lifelong Learning best practice 	<ul style="list-style-type: none"> Evidence of external analysis undertaken and the potential applicability for APM. APM approach seen as aligned to best practice
<ul style="list-style-type: none"> Ensure APM's approach is seen as leading and is fully robust standing up to scrutiny from any internal or external parties and awarding bodies 	<ul style="list-style-type: none"> Implement robust QA assurances processes around all qualifications, standards and assessors taking appropriate action to uphold APM's reputation of fairness and rigour
<ul style="list-style-type: none"> Fully understand how technology can support qualifications growth to enable APM to manage future demand and scale Utilize technology to support and grow qualifications and meet future demands. 	<ul style="list-style-type: none"> Work closely with the Head of Technology to ensure system development fully supports growth and future demands Think of the customer in all development Focus on ease of process and rigor or assessment
<ul style="list-style-type: none"> Develop and grow a high-performing team with required functional expertise and project management knowledge. 	<ul style="list-style-type: none"> Team members possess appropriate technical knowledge and are effective and confident in their work and ability to engage with relevant interested parties
<ul style="list-style-type: none"> Oversee the development of APM's qualifications and certifications, together with their assessment methods, to ensure ongoing fitness for purpose and relevance to market need. 	<ul style="list-style-type: none"> Levels of take-up will evidence fit and relevance Positive feedback from business partners and key influencers in the market. Compliance with relevant internal and external quality standards

Key responsibilities / accountabilities (5)	Key performance measures (6)
<ul style="list-style-type: none"> Build the engagement with schools and career professionals to create a pipeline of future project professionals 	<ul style="list-style-type: none"> Define an education engagement strategy that delivers makes Project Management a career of choice Engage with relevant education partners to raise the profile and important of projects Look to identify opportunities to add project management to the school curriculum or included in core syllabus
<ul style="list-style-type: none"> Oversee the creation and maintenance of fit for purpose accreditation schemes relevant to the stakeholder stream concerned. 	<ul style="list-style-type: none"> Undertake a review of existing accreditation schemes and propose a way forward to ensure accreditation is of value and adds something of value to all parties.
<ul style="list-style-type: none"> Develop the APM CPD offering and eLearning platform to enhance the value of the APM brand, offer significant value to members and provide new revenue streams for future growth 	<ul style="list-style-type: none"> Establish a new CPD scheme which is robust and of value to members Provide learning opportunities for CPD and also for other interested parties who want to engage with APM to develop their project expertise

ORGANISATION CHART



PERSON SPECIFICATION

Attribute	Description	Essential / desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to first degree level • Professional qualification in project management 	<p>Essential</p> <p>Desirable</p>
Experience	<p>Ideally experience in 2 or more of the following areas:</p> <ol style="list-style-type: none"> 1. Education management, including syllabus and content development for qualifications 2. Management of the development and/or application of a competence framework 3. Management of CPD and a knowledge management function <ul style="list-style-type: none"> • Devising and implementing strategy across multiple workstreams • Managing of professional development teams • Organizational change 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential
Knowledge	<ul style="list-style-type: none"> • High level of expertise in at least one of the following areas and ideally 2 or more 1. Development of syllabus and content development for qualifications 2. Development and application of competence frameworks 3. Knowledge management 	<ul style="list-style-type: none"> • Essential
Skills	<ul style="list-style-type: none"> • Outstanding communication and inter personal skills • Ability to work strategically or in delivery • High level of system and IT skills • Great leader and motivator • Collaborative with peers • Supplier management and comfort with a wide range of stakeholders 	<ul style="list-style-type: none"> • Essential • Essential • Desirable • Essential • Essential • Essential

Supporting Behaviours	
Behaviour	Description
Communication	<ul style="list-style-type: none"> • Writes and speaks clearly, concisely and persuasively

Supporting Behaviours	
Behaviour	Description
Customer and Supplier Focus	<ul style="list-style-type: none"> Ability to understand the needs and priorities of customers (inside and outside the organisation) and the desire to meet their expectations
Working Together / Teamwork	<ul style="list-style-type: none"> Demonstrates strong team-working ethic and ability to work with a wide range of stakeholders at all levels
Leadership and Developing People	<ul style="list-style-type: none"> Ability to assist team members in reaching full potential through feedback, coaching, development and training
Problem Solving and Ownership	<ul style="list-style-type: none"> Takes ownership of problems and can apply intellectual and creative skills to implementing solutions
Improvement, Change and Creativity	<ul style="list-style-type: none"> Willingness to challenge assumptions and ability to adapt or generate imaginative and innovative ideas
Planning and Organising	<ul style="list-style-type: none"> Ability to develop clear, efficient and logical approaches to work
Organisational Commitment	<ul style="list-style-type: none"> Can demonstrate commitment to APM and actively embodies the values of the organization by always maintaining a professional image.
Resilience	<ul style="list-style-type: none"> Ability to maintain control and performance during stressful situations

HOW TO APPLY

To formally apply, please submit a CV and supporting statement that clearly outlines your suitability for the role by addressing the criteria focused on experience within the person specification. We kindly ask that your CV and supporting statement should be no more than two pages each (use Arial 10pt as a guide) and should be sent in MS Word format, combine and submitted in one document (thus no more than four pages' total).

Please send your application to: response@peridotpartners.co.uk

We would also kindly request that you complete the equality monitoring survey, found via the link below.

RECRUITMENT TIMETABLE

Closing date:	9am, Monday 18 th February 2019
Peridot conduct preliminary interviews:	Tuesday 19 th to Wednesday 27 th February 2019
Candidates informed of outcome:	Friday 1 st March 2019
First stage interviews by APM:	Tuesday 5 th or Wednesday 6 th or Thursday 7 th March 2019
Final stage interviews by APM:	Monday 11 th or Tuesday 12 th (AM only) March 2019

Equal Opportunities Monitoring

Peridot and APM London are committed to promoting equality and diversity. To help us raise awareness and support a culture that is diverse and recognises and develops the potential of all, we need to appreciate the profile of candidates who apply for positions. We would therefore be most grateful if you would complete this [equality monitoring survey](#).

The information will be treated confidentially and anonymously and will help us to support our commitment to fair recruitment practice. All information provided will be held in the strictest confidence and will not be shared with anyone, in line with the new Data Protection Act 2018 launched on 25 May 2018. The information provided does not form part of the decision-making process and will not affect your application.

Data Processing, Protection and Privacy Policy

By completing the form to view, or if you have access to this page from an email invitation, Peridot Partners will have processed your personal information. For more information about Peridot Partners' data processing activities and your rights, please read our [Privacy Policy](#).