**Volunteering Manager**

**Salary £40,000.00 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. 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.*

Reporting to the Head of Knowledge, the Volunteering Manager is responsible for implementing the APM volunteering strategy aimed at promoting wide participation and a high-quality volunteering experience that adds value to APM and the profession. Critical to the role is the ability to develop and maintain good working relationships with the volunteers whose efforts sustain the networks.

The successful applicant will Co-ordinate volunteer activity to support APM’s strategy and deliver key products and services.

* Recruit, train, retain and recognise volunteers to meet the needs of the association.
* Develop and work within appropriate volunteer related governance structures.
* Manage the APM Specific Interest Group network to ensure high quality delivery of activities to committees, volunteers, members and customers.

Experience required:

* Building high performing teams and working collaboratively across a wide range of stakeholder groups
* Working with volunteer communities
* Project management and working with suppliers and partners
* Budget management
* Experience in working in education, training or professional bodies

Skills

* Good PC skills including Word, Excel, Powerpoint
* Comfortable with online collaboration tools and social media.
* Excellent communication skills, written and verbal with a wide range of stakeholders
* Able to interpret and analyse financial and other data, draw conclusions and act upon results required:

 *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 on our website.*

Closing date for applications is Friday 5th April 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