



Communications Manager

Salary: £50,000.00 depending on experience

Permanent Position- 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 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.

The successful candidate reporting to the Head of Marketing, will lead on the development and delivery of an integrated communications strategy, designed to increase awareness of APM and the project profession.

The role holder will be responsible for the oversight, co-ordination and maintenance of communications relating to APM and the chartered profession. Working closely with the CEO, Head of External Affairs and Head of Marketing and related teams with communication responsibilities to ensure a clear communication plan is initiated and delivered.

Excellent communication skills, verbal and written, with the ability to put things clearly and succinctly is an essential skill for this role. Also, the ability to write in a variety of styles to appeal to a broad range of internal and external stakeholders.

You will be educated to degree level, have a good track record of communications responsibility at senior levels across either public, private or voluntary sectors and demonstrable ability in creating clear and simple messages from technical or professional content.

Additional skills and experienced

- Strong influencing and persuasion skills including strategic business partnering
- Proven working experience, in public relations, social media, internal or member communications
- Ability to conduct presentations and facilitate group discussions
- Ability to effectively present information in one-on-one and small group situations to the media, customers, senior management and other staff members
- Ability to handle sensitive information in confidence and with discretion
- Demonstrable social networking experience and social analytics tools knowledge



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 8th 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