**Senior Digital Content Producer**

**Salary: £30,000.00 depending on experience**

**Perm 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.*

The Senior Digital Content Producer will report directing to the Digital Content Manager, the role holder will be responsible for ensuring all existing and new digital content is aligned with APM’s content strategy and brand guidelines.

You will be responsible for playing a key role in projects and activities where a significant amount of digital content is required.

To ensure all content intended for digital publication is created with a defined audience and purpose in mind.

To manage the content schedule to ensure all digital content is delivered on time.

To continually optimise the user experience through page layout and information architecture. Following best practice.

Experience required:

* Experience in using and interpreting analytical tools
* Experience of working on IT and digital projects
* Experience of coordinating and producing digital content.
* Experience of managing content projects
* Experience of digital content taxonomies
* Experience of website content management systems (WYSIWYG)
* Experience of optimising user experience, following best practice

Skills required:

* Excellent communication and interpersonal skills – written and verbal
* Well-developed teamwork skills
* Excellent organisational skills.
* Effective digital design skills e.g. Illustrator; Photoshop

*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**](mailto:recruitment@apm.org.uk) **closing date 19th 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