**Engagement Coordinator**

**Salary £23,000 -£25,000 depending on experience**

**Full time permanent – 35 hours 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 28,000 individual and 500 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*

An exciting opportunity has arisen in the Education and Lifelong Learning department for an Engagement Coordinator. The role holder will support the successful delivery of APM’s engagement activity with academic institutions, students and employers, as well as supporting the successful implementation of APM’s new diversity and inclusion and lifelong learning strategy to a wider audience.

The role will also support uptake of APM products and services among these groups. The successful applicant will support the Education Manager in developing the interface between APM and the education sector, and relevant stakeholder groups. The role will also involve working with APM’s members and volunteers in supporting the rollout of the diversity and inclusion strategy.

Experience and Skills

* Experience of dealing with Internal and External customer
* Experience of delivering or supporting projects including events
* Excellent IT skills
* Strong customer focus and willingness to learn

*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. APM’s mission is: “Inspiring communities to deliver meaningful change for societal benefit by advancing the art, science, theory and practice of project management.” 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 to work with APM please send email your CV to: recruitment@apm.org.uk by closing date 5th July 2019.**

**Please note if you have not been contacted within three weeks of the closing date, unfortunately your application has been unsuccessful on this occasion. We wish you all the success in finding employment. NO AGENCIES PLEASE**

***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 8% of your salary depending on your own contribution. APM will contribute a minimum 6% 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