**Research Coordinator**

**Salary £25,000 - £27,000.00 depending on experience**

**Full time permanent – 35 hours week**

*The Association for Project Management (APM) is the Chartered body for the project profession. APM is a registered educational charity with over 30,000 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. In October we admitted 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*

This exciting new role for a Research Coordinator has been developed to provide logistical support and the opportunity to lead small projects for APM’s Research Programme. You will act as a first point of contact for APM research providing advice and assistance to APM’s Research Manager. Key responsibilities will include: leading the development of APM’s successful Research Summary Series, coordinating financial information, information and data management, helping to support research related events and providing content, dissemination support and other duties such as assisting with APM’s wider thought leadership agenda as required.

As one of APM’s five strategic priorities working within the Research programme will provide plenty of development opportunities including playing a key role alongside APM’s research manager on developing new and existing projects and initiatives. Experience of working in a research or academic environment and the knowledge or appreciation of project management, events and the work of a professional body is desirable.

This role would be an exciting opportunity for an early careers’ role for someone wanting to develop their career in research or equally someone wanting to work at a successful professional body. You will preferably have 2 years’ experience in Research, Higher Education, Professional bodies or similar.

*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 13th September 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