**PR and Communications Officer**

**Salary £28,000.00 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 PR and Communications Officer reporting to the Communications Manager. APM’s status as the chartered body for the project profession means it has never been more important for the organisation to raise its profile and share its knowledge. PR and communications will play an important role in helping us share our corporate messages with the widest possible audience, and to ensure APM’s employees, members and the wider public are informed and engaged with the organisation’s activities.

The role holder will be responsible for delivering on the PR strategy in order to raise awareness of APM and the project profession, by using tactical PR activity to support key themes, announcements and events. In addition, supporting the Communications Manager to create and deliver website content for external audiences, deliver engaging internal communications to APM employees, and work closely with stakeholders throughout the organisation to translate their activities into newsworthy content.

**Qualifications**

• Educated to degree level, ideally in a media, marketing or communications discipline

**Experience**

• Minimum of three years’ experience in a similar role, either agency side or in-house

• Experience creating and implementing PR strategies

• Experience of handling crisis communications skills

• Experience of working for a charity or membership organisation

**Knowledge**

• Familiarity with cloud-based media monitoring tools

• Familiarity with Microsoft Office suite

*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 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