**Online Community Manager**

**Salary - £35,000.00 circa**

Full time perm role 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 30,000 individual members and 500 organisations participating in the Corporate Partnership Programme 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. Our vision for the profession is ambitious, challenging and radical. Above all, it reflects what society expects: “a world in which all projects succeed with project management as a life skill for all”.

An exciting new opportunity has arisen within APM for an Online Community Manager reporting to the Head of Knowledge. APM is in the process of developing a new online community platform to help its members build their professional networks, learn from each other and share content.

We are seeking a community manager to launch, grow and moderate the new platform. APM is looking for a professional with experience in managing online communities or similar social media platforms, with strong interpersonal and customer service skills and an ability to work in a team.

**Experience**

Experience of managing social media or similar online communities and forums.

**Knowledge**

Knowledge of community platforms and a good understanding of effective online engagement.

**Skills**

Excellent communication and writing skills. Ability to work with a range of stakeholders to drive engagement and champion the development of the platform both internally and externally.

We are looking for a friendly, outgoing personality with a willingness to network, particularly online. Flexibility to support users and to respond to queries.

*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.*

Closing date for applications is 15th November 2019 please send your CV and covering letter to recruitment@apm.org.uk

***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