**Volunteers Coordinator**

**Salary £24,000.00 circa 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*

An exciting opportunity has arisen for a Volunteers Coordinator to join our Branches team. Reporting to the Branches Manager, the role holder is primarily responsible for ensuring that a number of APM’s volunteers networks add value to the organisation and are at all times relevant to member needs and operate effectively and efficiently.

The post holder will act as the lead contact for the relevant Committees and internal departments ensuring that groups are equipped to deliver a high-quality service in line with customer needs and the APM Business Plan.

The successful candidate will support the Branches Manager in providing proactive support and development primarily initially to the branch network. Specifically, this role facilitates the delivery of volunteer group activities as specified in the groups’ business plans and APM business plans and is the central point for communication for those groups as applicable into the Branches team.

**Skills, knowledge and experience required**

• Experience in an administrative role

• Experience in a customer service environment

• Event marketing and management

• Good PC skills including Word, Excel, PowerPoint

• SlideShare and bulk email software

• Database management

• Web based communication

• Good numeracy skills

• Organisational skills

*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 22nd November 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