**HR & Recruitment Coordinator**

**Salary: £26,000.00 -£29,000.00 per annum, depending on experience**

**Permanent Position- 35 hours per week**

**Location – Princes Risborough, Buckinghamshire, HP279LE**

*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”.*

APM has an exciting opportunity for a HR & Recruitment Coordinator to join the busy HR team. The role holder will carry out and facilitate a range of HR administrative duties including recruitment, probation and induction.

The successful candidate will provide a responsive and customer-focused HR service, offering advice and guidance to line managers and employees on HR policies, procedures and initiatives.

**Qualifications**

* Educated to A level or equivalent
* CIPD Level 5

**Experience**

* Experience of recruitment, engagement, and learning within a commercial environment.
* Stakeholder management at all levels.
* Experience of working within a HR team.
* Experience of delivering HR initiatives.

**Knowledge and skills**

* HR legislation
* Best practice HR Management
* Excellent communication and organisational skills.
* Effective decision-making skills.
* Ability to project manage.
* Ability to manage HR systems, policies and procedures.
* Good understanding of HR legislation to ensure APM meets legislative requirements.
* Excellent written and verbal communication skills.
* Ability to use IT packages relevant to the role.
* Excellent written and verbal communication skills
* Excellent organisation and time management skills with the ability to work independently and to deadlines.
* To have a flexible approach.

*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*

**If you are interested in this opportunity and feel you have the necessary skills and expertise for the role, please send your CV to e-mail:** **recruitment@apm.org.uk** **closing date 13th March 2020.**

***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
* One volunteering day per year