**Digital Delivery Manager**

**Salary: £50,000.00 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”.

Following a period of growth the APM Technology team are looking for an experienced Digital Delivery Manager to manage the portfolio of technology change across our digital services, including online and CRM. The successful candidate will lead on the delivery of all digital and back-end systems development to support APMs business objectives.

They will work closely with the Digital Product Owner, internal project managers and third-party developers to ensure business requirements are understood, supplier resources are committed to delivery and projects are kept on track. You must have experience with agile and waterfall delivery methodologies, with managing web development and strong CRM experience is preferable.

This is an exciting time to join APM IT as we seek to improve and innovate, embracing modern technologies and public cloud, agile delivery practices and focus on creating excellent digital experiences for our members.

**Qualifications**

* Certified Scrum Master
* Project Management qualification (APM PMQ, Prince2 Practitioner or equivalent)

**Experience**

* Proven experience using a range of agile project management methods
* 5+ years in an equivalent role, with responsibility for digital service enhancements
* 10+ years of project management experience
* Experience of managing third parties through the full project delivery lifecycle
* Experience in managing cross-functional delivery teams including remote/offsite and external resources
* Experience in matrix-managing delivery resources
* Demonstrable experience with introducing agile and lean practices into an organisation

**Skills**

* Able to build successful delivery teams and understand team styles and how people work together
* Able to maintain, influence and motivate a team
* Able to ensure the team is transparent and that the work is understood externally
* Able to create an open and collaborative environment to work in, be flexible, adaptable and have a willingness to learn
* Able to help teams maintain a focus on delivery whilst being aware of the importance of professional development

*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 and covering letter to e-mail:** **recruitment@apm.org.uk** **closing date 9.00am on 23rd 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
* Volunteering day