**HR and Recruitment Coordinator**

**Salary: £22,000 to £27,000 depending on experience**

**Permanent Full time - 35 hours per week**

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

*We’re Association for Project Management (APM). We’re a professional membership organisation that sets the standards for the project profession. As a registered charity, we reinvest our surplus for the benefit of our members and the profession. We deliver education and develop qualifications. We conduct research and provide knowledge and resources. We run events and share best practice. We give people the opportunity to connect and provide community for our individual members and corporate partners, wherever they are. Above all, when doing so makes a difference, we challenge the status quo*

We have a fantastic opportunity at the Association for Project Management (APM) for a HR and Recruitment Coordinator to join our HR department. Reporting to the People Partner, your main responsibility will be to carry out and facilitate a range of HR administrative duties focusing on recruitment, probation, and induction.

You will also provide a responsive and customer-focused HR service, offering advice and guidance to line managers and employees on HR policies, procedures, and initiatives as and when required.

You will support the HR department with specific HR projects and employee relation matters when needed and manage systems and processes to drive performance and deliver initiatives in line with the business plan and budgets.

You will assist with the implementation of APM’s HR initiatives to achieve the business plan, objectives and KPI’s and help develop and manage aspects of the HR budgets to meet the strategy, business plan and objectives.

Excellent communication, written and verbal as well as internal and external relationship building skills are key to the success of this role as you will be working with a range of clientele.

**Qualifications**

* Educated to A level or equivalent
* CIPD Level 3

**Experience**

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

**Skills**

* Effective decision-making skills.
* Ability to manage HR systems and procedures.
* Good understanding of HR legislation to ensure APM meets legislative requirements.
* Ability to present information in forms, tables and spread sheets.
* Ability to use IT packages relevant to the role.
* Excellent organisation and time management skills with the ability to work independently and to deadlines.

**Why APM?**

APM is chartered. We’re the only chartered organisation representing the project profession, anywhere in the world. We know that better project delivery is about achieving your desired outcome. We believe that doing so is about so much more than process alone. We’re champions of the new. There has never been a more important time for debate, so naturally we’re at the heart and helm of that too. In a complex and shifting world, we’re helping the project profession deliver better.

**If you are interested in this opportunity and feel you have the necessary attributes, skills, and expertise for the role, please send your CV and covering letter to e-mail:** [**recruitment@apm.org.uk**](mailto:recruitment@apm.org.uk) **closing date 18th October 2021 @ 9am**

***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
* One volunteering day per year