



Product Co-ordinator, Qualifications

Salary: up to £25K (Grade 2)

Full time permanent – 35 hours 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 23,000 individual and 600 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. Our vision for the profession is ambitious, challenging and radical. Above all, it reflects what society expects: a world in which all projects succeed.

Reporting to a Product Manager, Qualifications, the **Product Co-ordinator** will assist in maintaining as fit-for-purpose existing APM qualifications, including helping with the maintenance of the assessment infrastructure required to deliver those qualifications and services. The role holder may also be involved in supporting the development of new qualification products and the transition of these to business as usual. The role holder will have responsibility for maintaining question banks, producing assessment material ready for review and sign off, producing up to date data and statistics on the performance of assessment materials, assisting in the training of associates, including arranging training sessions and producing notes and actions from meetings.

The successful individual will have experience of analysing and presenting data, experience of recording notes and actions from meetings, have excellent administrative and IT skills, be able to communicate with a variety of stakeholders and have experience of working with dispersed teams. They will have a knowledge and familiarity with professional body roles as well as an understanding of assessment processes and standardisation. Other key skills include effective negotiation, well developed planning and organisation and working as part of a team.

This is a new position within our organisation which offers an excellent and exciting opportunity. If you feel you have the skills, experience and passion we are looking for, we look forward to hearing from you.

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 to work with APM please send your CV to e-mail: recruitment@apm.org.uk

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 7% of your salary depending on your own contribution. Even if you don't want to make any contributions, APM can contribute 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 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 – childcare vouchers, bus and train season ticket loans, cycle to work scheme, walking 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