

**Volunteers Co-ordinator**  
**Up to £25K plus benefits**  
**Full time permanent position 35 hours per 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.*

Currently we are looking for a volunteers Coordinator. Reporting to the Volunteers Manager, the role holder is primarily responsible for ensuring that a number of APM's volunteers networks add value to the organisation, 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.

You will support the Volunteer 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 Volunteers team.

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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](mailto: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.