

Event Content Manager (Maternity Cover)

Salary: £27,000 - £29,000 per annum depending on experience

12-Month Fixed term contract - 21 hours per week

Hybrid Working – Home Based/Princes Risborough

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.

Job Role Overview

We have an exciting opportunity for an Events Content Manager to join our team on Maternity Cover.

The Events Content Manager will be responsible for developing and delivering the content and agendas of APM events, analysing the business, the members and the volunteer priorities, identifying topical themes and suitable formats, selecting and briefing expert speakers, and collaborating with marketing to prepare for the event launch and promotion.

Working closely with the Senior Events Manager, they will make sure that APM events are planned well in advance and to a high standard, to consistently improve the delegate/member experience and the performance in terms of attendance and sponsorship.

Qualifications

- Educated to A Level or equivalent

Experience and knowledge

- Proven track record of devising and producing event programmes of engaging and innovative content at conferences to attract and suitably engage relevant audiences
- Experience in speaker selection and management
- Event planning experience
- Stakeholder management at every level, including senior leaders
- Experience in building and developing effective relationships with external customers and suppliers

Skills

- Ability to work to goals and to meet deadlines
- Excellent organisational and planning skills
- Excellent negotiation skills
- Excellent teamwork skills
- Excellent stakeholder management skills
- Excellent listening and communication skills
- Excellent time management skills
- Financial awareness and commercial drive
- User level capability in web-based communications and database operations

Why APM?

We're Association for Project Management (APM). We're united in our aim to help project professionals around the world deliver better projects, setting the highest standards for the industry. Ask our people what's great about working here and the views are unanimous. You'll be joining a

community that's friendly and caring. We believe that good communication creates a culture that's open and fair. We ensure everyone at APM, regardless of their role, has a voice and knows they'll be listened to and treated with respect. We see everyone as individuals and champion diversity and inclusion, both within APM and across the wider project profession. You'll work in a collaborative environment that's thoughtful, considerate and positive. You'll be supported by your team and across departments so, together, we meet the high standards we set ourselves.

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

We reserve the right to close the vacancy once we have received sufficient applications, so please be advised to submit your application as early as possible

At APM we are open to talking about flexible working arrangements and reasonable adjustments please reach out to discuss further.

Main benefits at APM:

- 25 days holiday (excluding all public holidays). This increases after four years' service.
- 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 with up to 8% contribution from APM.
- Company sick pay scheme.
- Life assurance at four times the salary.
- Salary sacrifice schemes – pension, cycle to work scheme, additional annual leave (up to 10 days).
- Free parking on site.
- 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 paid volunteering day per year.
- Hybrid/flexible working options are available dependent on job role. However, there is a requirement to come into the office 4 days per month.

