

## Policy and Public Affairs Manager

**Salary: £45,000 - £50,000 per annum depending on experience**

**Perm Full time - 35 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

A fantastic opportunity has arisen for a Policy and Public Affairs Manager to join our team here at APM.

The Policy and Public Affairs Manager will support and advise the Head of Policy and Public Affairs in ensuring the project profession builds its voice and influence across governments, parliaments and wider stakeholders.

The successful candidate will manage the work and development of the academic research and policy and public affairs teams.

This role will include overseeing the successful development of APM's policy and public affairs programme, to maximise the voice of the profession and increase awareness and buy in for the vital role project professional's play and oversee the successful development of APM's academic research programme, advancing the science of project management, for the benefit of society.

### Qualifications

- Undergraduate or master's degree in public policy, international development, political science, economics, history, or a related discipline.

### Experience and knowledge

- Demonstrable relevant professional experience
- Managerial or supervisory role experience.
- Political experience of working in a Parliament, or a government department.
- Demonstrable experience of working in public policy, public affairs, or political work.

### Skills

- Leadership and team management.
- Research and analysis skills to deliver policy development.
- Outstanding communication skills, both in terms of written and oral work.

### 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](mailto: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.

