

Senior Reasonable Adjustments Coordinator

Salary: £28,000 - £30,000 per annum, depending on experience

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 Senior Reasonable Adjustments Coordinator within our Professional Standards team.

The Reasonable Adjustments Coordinator plays a critical role in ensuring that learners with specific educational needs receive the appropriate support and resources to ensure assessment parity. The role is responsible for coordinating adjustments for the APM assessments, working closely with internal teams, training providers, learners, and employers to provide a cohesive and effective approach to administering reasonable adjustments.

The coordinator is responsible for upholding professional standards, ensuring compliance with relevant regulations and guidelines, and driving continuous improvement in assessment adjustment practices. By providing training and guidance to internal teams and training providers, the role ensures an equitable and inclusive assessment that meets organisational and stakeholder expectations.

If you have the relevant experience and skills we are looking for, we would love to hear from you.

Qualifications

- Educated to A Level or equivalent or have relevant work experience.

Experience

- Experience interpreting educational assessments to determine the most appropriate support for learners.
- Experience of analysing and presenting data.
- Experience of working with dispersed and associate teams.

Skills

- Highly developed communication and presentation skills
- Relevant PC skills in Word, Excel, PowerPoint and CRM systems
- Good negotiation and stakeholder management skills

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.

