

## Role Profile

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| Role Title | Facilitator for the Chartered Project Professional Standard Assessment Re-Development Pilot 2026. |
| Reports to | APM Professional Standards Manager - Standards  |

### Main purpose of the role

Facilitators are responsible for hosting the virtual oral presentation assessments for the Chartered Project Professional (ChPP) Standard assessment re-development pilot. Each assessment consists of a 35-minute presentation by the applicant covering ChPP professional practice criteria, followed by a ten minute comfort break and then a 30-minute question-and-answer session.

The facilitator's role includes delivering questions during the Q&A from a pre-determined question bank, ensuring the assessment runs smoothly within the time constraints, and helping applicants feel at ease throughout the process.

Facilitators are required to follow agreed assessment procedures and maintain a warm, professional, and impartial approach at all times. They must ensure that all questions are delivered accurately and consistently, and that the assessment environment supports applicants in demonstrating their competence.

When undertaking facilitation work, facilitators are expected to adhere to assessment protocols and agreed deadlines. Facilitation activities will be delivered under the direction of the Professional Standards Team.

All Chartered assessment presentations will be recorded. These recordings are then sent to markers for assessment. Facilitators must consent to all assessments being captured via both visual and audio recording.

### Who we are looking for

We are looking for experienced project professionals, who either hold the Chartered Project Professional Standard themselves or have a Masters' degree (or equivalent) in Project Management. The ideal candidate should have an understanding of the areas covered by the Chartered Project Professional Standard and the APM Competence Framework 3<sup>rd</sup> Edition.

You must not be affiliated with any APM Accredited Training Providers or with any coaching/ training programmes for ChPP, or currently involved in the development or delivery of project management qualifications for another awarding organisation.

Please don't be put off if you don't have previous assessment experience. Before being assigned any live assessments, all of our facilitators will be provided with training in how to host the presentations and how to use the required software.

You will need to have a home computer or laptop with stable internet connection and a private email address in order to be able to take part. You will also need access to a quiet, private space by which to facilitate the assessments.

## System and equipment requirements

Facilitation will be carried out remotely using the Zoom meetings platform. The minimum system and equipment requirements to facilitate ChPP presentations are:

- A computer or laptop running Windows 7 or later, or macOS 10.13 or later. We do not permit the use of mobile phones or tablets for this assessment.
- A stable internet connection.
- The ability to use the Zoom meeting platform, either via installing the app or access via a supported browser.
- A functioning webcam so the applicant can see you clearly.
- A working microphone and speakers (or headset) so the applicant can hear you clearly.
- Ensure that there are no workplace or regional firewalls that could block the use of Zoom or its features on your device.

## Time commitment

The pilot will take place from **Monday 27 April** through to **Friday 1 May 2026**, so it is imperative that you are available each day from 9:00 to 17:00. It is also essential that you be able to commit to attendance at the relevant training sessions on top of your assignments as a facilitator.

You will be required to commit to conducting a maximum of 5 presentation sessions a day (1hr 15 mins each) for the five days of the pilot, as below:

- Candidate 1: 9:00 to 10:15
- Candidate 2: 10:30 to 11:45
- Candidate 3: 12:00 to 13:15
- Candidate 4: 14:15 to 15:30
- Candidate 5: 15:45 to 17:00

Facilitator training will take place as follows:

- Onboarding/welcome meeting (via MS Teams): **17 March 2026, 12:30 to 13:00**
- Training session (via MS Teams): **24 March 2026, 12:30 to 14:00**

All training will take place remotely.

## Responsibilities

| Key responsibilities  |
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| <p><b>Training</b></p> <ul style="list-style-type: none"> <li>Participate in and complete all mandatory training to the required standard.</li> </ul>   |
| <p><b>Facilitating</b></p> <ul style="list-style-type: none"> <li>Host virtual oral presentation assessments via Zoom.</li> <li>Deliver questions accurately and consistently from the approved question bank.</li> <li>Manage time effectively to ensure the assessment stays within the allocated schedule.</li> <li>Follow agreed assessment procedures and maintain a warm, professional, and impartial approach.</li> <li>Create an environment that supports applicants in demonstrating their competence.</li> <li>Consent to audio and visual recording of assessments.</li> <li>Adhere to assessment protocols and agreed deadlines under the direction of the Professional Standards Team.</li> </ul> |
| <p><b>Communication and administrative activities</b></p> <ul style="list-style-type: none"> <li>Maintain regular contact with APM as required, escalating issues as they arise.</li> <li>Respond to all emails and phone calls from APM within 72 hours.</li> <li>Complete administrative tasks as required.</li> <li>You will act professionally at all times in all forms of communication.</li> </ul>   |
| <p><b>IT compliance</b></p> <ul style="list-style-type: none"> <li>Have personal IT equipment capable of running the meeting platform.</li> <li>Have relevant malware and appropriate virus protection software.</li> <li>Have a stable internet connection.</li> <li>Ensure the email address used for your facilitator role is not already affiliated with an existing Zoom account.</li> </ul>   |
| <p><b>Confidentiality</b></p> <ul style="list-style-type: none"> <li>Conduct all presentations and any relevant training in a private place.</li> <li>Ensure confidentiality of all materials shared with you as part of your facilitator role.</li> <li>Do not disclose any information about any aspect of your facilitating work in any way, e.g. on forums, social networking sites, etc.</li> </ul>  |
| Key performance measures  |
| <ul style="list-style-type: none"> <li>Attend training sessions, as required.</li> <li>Facilitate all presentations with a warm, professional demeanour.</li> <li>Present questions accurately and consistently.</li> <li>Be available on the prescribed dates above.</li> </ul>  |

## Person specification – Facilitator for ChPP Pilot.

| Attribute              | Essential  |
|------------------------|--|
| Qualifications         | <ul style="list-style-type: none"> <li>• Holds the Chartered Project Professional Standard or a Masters' degree (or equivalent) in Project Management.</li> </ul>  |
| Experience             | <ul style="list-style-type: none"> <li>• Experience working within a project environment.</li> <li>• Have evidence of up to date engagement with CPD including knowledge and awareness of current practice and methodologies and willingness to continue such engagement.</li> </ul>   |
| Knowledge              | <ul style="list-style-type: none"> <li>• Familiar with APM's Competence Framework 3<sup>rd</sup> Edition and ChPP competences.</li> </ul>  |
| Skills                 | <ul style="list-style-type: none"> <li>• IT literate</li> <li>• Warm and friendly manner.</li> <li>• Ability to create a positive and professional environment.</li> <li>• Ability to recognise anxiety and help applicants feel at ease.</li> <li>• A high level of accuracy and attention to detail.</li> <li>• Strong time-management skills.</li> <li>• Able to meet deadlines.</li> </ul> |
| Behaviour / Competency | <ul style="list-style-type: none"> <li>• Understand and comply with confidentiality requirements</li> </ul>  |