

## **Policy and Public Affairs Advisor**

**Salary: £33,000 - £37,000 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**

An exciting opportunity has arisen for a Policy and Public Affairs Advisor to join APM. The role is varied and will include supporting and advising 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 help raise the profile, credibility, and influence of APM with key audiences across a multitude of sectors. Gathering political intelligence and engage in regular horizon scanning and raise the priorities to the Head of Policy and Public Affairs.

The Policy and Public Affairs Advisor will attend and represent APM externally, including networking and building constructive political relationships. Working with members of APM, political stakeholders and academia to research, develop and write effective evidence-based policy products, including consultations, briefings, reports, presentations, blogs, and media statements.

The Policy and Public Affairs Advisor will lead the creation and development of policy priorities and positions, this will also include working with the Research and Impact Advisor to bring APM's academic research into the heart of policy development.

Please refer to the job description for more information regarding the role.

### **Qualifications**

- Educated to Degree level.

### **Experience**

- Good track record of stakeholder management and building partnerships across the public, private and voluntary sectors.
- Demonstrable experience of working in public policy, public affairs, or political work.

### **Skills**

- Effective influencing and networking skills with the ability to maintain and extend stakeholder and customer relationships.
- Research and analysis skills to deliver policy development.
- Outstanding communication skills, both in terms of written and oral work.
- Excellent time management and attention to detail.

### **Why APM?**

APM is chartered. We're the only chartered organisation representing the project profession, anywhere in the world. We know that better project delivery is about achieving your desired outcome. We believe that doing so is about so much more than process alone. We're champions of the new. There has never been a more important time for debate, so naturally we're at the heart and helm of that too. In a complex and shifting world, we're helping the project profession deliver better.

**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**

### ***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.