

Membership Development Manager – Chartership (Hybrid/Remote)

Salary: £40,000 to £50,000 per annum depending on experience

Permanent Full time - 35 hours per week, flexible options available

Location – Princes Risborough, Buckinghamshire, HP279LE

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

A fantastic opportunity has arisen at APM for a Membership Development Manager within the Membership department. The successful candidate will be responsible for achieving membership volume and revenue targets as per annual business plan.

The role holder will coordinate and drive membership growth by leading recruitment and retention activity across the organisation. They will act as product owner for individual membership and the value proposition and improve member retention through targeted initiatives and events.

They will be responsible for attracting new members and audiences and to increase diversity of APM's overall membership, as well as lead initiatives across APM to convert non-paying student members into paying members.

They will act as an APM ambassador, be outward facing and attend and present at external meetings and events to promote APM membership.

Excellent communication, written and verbal as well as relationship building skills are key to the success of this role as you will be working with a range of clientele.

Qualifications

- Educated to degree level

Experience and Knowledge

- Experience in membership recruitment and retention activity
- Business and financial acumen
- Commercial awareness

Skills

- Excellent relationship management skills
- Excellent communication skills, both written and oral
- Excellent PC skills including Word, Excel, PowerPoint and CRM tools
- Ability to analyse data
- Excellent planning and organising
- Customer focus
- Ability to work cross functionally
- Problem solving and ownership
- Creativity and innovative thinking

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

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 with length of service – by one day after four years' service, then another day every other year, to a max of 30 days per year).
- 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. APM can contribute up to 7% of your salary depending on your own contribution. APM will contribute a minimum 4% of your salary. The pension scheme is available as a salary sacrifice.
- There is a sick pay scheme which pays up to 30 days (pro-rated for part time employees) full pay for sickness absence in a rolling 12 months period, payable after probationary period.
- Life assurance at four times the salary.
- Salary sacrifice schemes – cycle to work scheme, additional annual leave (up to 10 days), and pension scheme.
- Free parking – this is not guaranteed.
- Employee Assistance Programme
- Performance Related Pay (PRP) scheme for eligible employees. The discretionary bonus will take account of individual performance as well as APM's overall financial performance
- One volunteering day per year
- Hybrid/flexible working options are available dependent on job role.