

## **Recruitment Officer**

**Salary: £30,000 to £35,000 per annum depending on experience**

**12-month fixed Term Contract - 35 hours per week**

**Location – Princes Risborough/Home-based**

*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*

We have a fantastic opportunity at the Association for Project Management (APM) for a Recruitment Officer. This is a one-year fixed term position to help with APM's recruitment drive as it develops its new growth strategy.

Reporting to the Director of People Strategy and Facilities, you will oversee the entire recruitment process managing both internal and external stakeholders from development of job descriptions with hiring managers, writing and placing adverts, shortlisting, interviewing, managing the offer and completing associated administrative tasks.

You will be expected to develop creative sourcing techniques, source high calibre candidates utilising the appropriate recruiting channels and ensure best practice recruitment processes are adhered to.

Added to this, you will ensure that managers with recruitment responsibilities are adequately trained in APM's processes, follow best practice and understand the legal requirement around recruitment and selection.

### **Qualifications**

- Educated to A level or equivalent
- CIPD Level 3
- CIPD Level 5 (desirable)

### **Experience**

- Experience of recruiting within a commercial environment with multiple job disciplines.
- Experience of writing job descriptions and adverts for a variety of positions.
- Experience of providing constructive feedback to candidates.
- Experience of recruiting in-house

### **Skills**

- Excellent organisational and time management skills.
- Effective decision-making skills.
- Good understanding of HR legislation to ensure APM meets legislative requirements.
- Excellent written and verbal communication skills.
- Ability to use IT packages relevant to the role.
- Ability to work independently and to deadlines.

## **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, depending on length of service, to a max of 30 days.
- 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-month 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.
- 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 volunteering day per year
- Hybrid/flexible working options are available dependent on job role.