

Branches Manager (Hybrid/Remote)

Salary: £38,000 - £40,000 per annum depending on experience

Full time permanent - 35 hours per week

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

An exciting opportunity has arisen in the Education and Lifelong Learning department for a Branches Manager. Reporting to the Head of Volunteer & Education Engagement, the role holder will build and maintain relations between volunteers in the APM branch network and employees based at Ibis House to drive member value across the branches network supporting APM in its growth strategy.

APM has a network of volunteer-run branches running face-to-face and virtual events and providing networking opportunities to current and prospective APM members. APM members value the opportunity to develop themselves professionally and build strong networks in their area through these activities.

The successful applicant will engage with APM's branch volunteers to build productive and collaborative relations that maximise engagement, facilitate good communications and drive member value through APM's network of branches.

Flexible working a pre-requisite for this position as the role will require out of normal office hours working and considerable UK travel to be visible in the different geographical locations.

Experience

- Budget Management
- Experience of working in a customer or stakeholder relations role

Skills

- Excellent communication and interpersonal skills – written and verbal
- Well-developed teamwork skills
- Excellent organisational skills.
- Highly competent in PC skills including Word, Excel, PowerPoint
- Effective presenter
- Proven stakeholder management skills
- Able to interpret and analyse financial and other data, draw conclusions and act upon results
- Goal and objective focused
- Relationship building
- Able to lead discussions and negotiate effectively with all stakeholder groups
- Able to deal effectively with complaints, issues and difficult people
- Able to make decisions promptly, taking responsibility for the outcomes
- High level of resilience under pressure

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-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.
- Free parking – this is not guaranteed.
- Employee Assistance Programme (EAP)
- 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.