

UX 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 APM for a UX Manager. Reporting to the Website Product Owner, the role holder will be responsible the website information architecture and user experience optimisation Responsible for understanding user expectations at digital touchpoints throughout APM customer journeys and ensuring the APM user experience meets or exceeds these.

The successful candidate will champion and deliver user experience best practice throughout the organisation and across our online platforms.

They will ensure all existing and new digital content is aligned with APM's content strategy and brand guidelines and will play a key role in projects and activities where a significant amount of digital content is required. They will ensure all content intended for digital publication is created with a defined audience and purpose in mind.

The role holder will continually optimise the user experience through page layout and information architecture, following best practice

Experience

- In using and interpreting analytical tools
- Working on IT and digital projects
- Coordinating and producing digital content.
- Managing content projects
- Digital content taxonomies
- Website content management systems (WYSIWYG)
- Optimising user experience, following best practice

Knowledge

- Working knowledge of digital marketing principles and techniques
- Search engine optimisation
- Digital content creation
- Knowledge of website design best practice

Skills

- Excellent communication and interpersonal skills – written and verbal
- Well-developed teamwork skills
- Excellent organisational skills.
- Effective digital design skills e.g. Illustrator; Photoshop
- Effective PC skills including Word, Excel, PowerPoint

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.