

## **Project Manager (IPMA)**

**Salary: £43,000- £47,000 (pro rata) per annum, depending on experience**

**Fixed Term Contract until end of June 2023, Part Time – 2 days per week (14 hours)**

**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*

An exciting opportunity has arisen in the Education & Lifelong Learning department for a Project Manager to join our APM team!

Reporting directly to the Head of Qualifications and Standards Development, the Project Manager will provide project management expertise to the International Project Management Association project (IPMA) comprising product, process and system development. The post-holder will contribute to the enhancement of APM's project management framework to ensure current and future projects within APM are delivered in line with good practice project management techniques, whilst ensuring such frameworks are appropriate to the type and scale of the project.

### **Qualifications**

- Qualified to first degree level, or equivalent in a relevant discipline preferably education-related or Information Technology
- Professional qualification in project management, such as PMQ or any other recognised qualifications

### **Experience**

- 5 years project management and delivery experience
- Proven experience of delivering projects to time, cost and quality
- Successful experience of translating analysis into practical implementation

### **Skills**

- Effective negotiation skills

- Proven experience of effective working with those whose specialist knowledge is greater than yours
- Well-developed planning and organisational skills
- Outstanding communication and inter-personal skills
- High-level of IT literacy, proficient user of Microsoft Office tools and MS Project
- Ability to co-ordinate colleagues, volunteers and contracted parties through expert leadership, motivation, teamwork, supervision and accountability
- Ability to work across Education and Professional Bodies sector Ability to continue to completion existing projects and initiatives
- Ability to work with and manage external IT system suppliers
- Proven capability to manage projects and stakeholders

### **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.