

Events Coordinator

Salary: £27,000 - £28,000 per annum

Permanent Full time - 35 hours per week

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

A fantastic opportunity has arisen for an Events Coordinator to join the team here at APM!

We are looking for a capable Events Coordinator to join our growing events team to plan and coordinate a broad programme of specific interest conferences. Reporting to APM's Events Manager, you will be self-motivated, pro-active and excellent at communicating with both internal and external stakeholders. You will be a competent organiser and planner, have excellent attention to detail and be able to organise a number of projects to a high quality simultaneously.

The conferences you will be organising may be virtual or face to face, so experience of planning and organising both types would be beneficial. Experience of working with a wide range of stakeholders, and the ability to be flexible and adaptable is essential. Knowledge of conference structures and different conference session formats is essential to this role.

Qualifications

- Educated to degree level or another event management qualification – desirable
- Project management qualification - desirable
- Other marketing qualification - desirable

Experience

- One to two years' experience of event management
- Experience of working with volunteers - desirable
- Experience with organising conferences up to 150 people from start to finish - desirable
- Experience of providing event support at award ceremonies - desirable
- Budget management experience - desirable
- Experience of coordinating virtual events - desirable

Skills

- Able to plan, coordinate and deliver a number of event projects simultaneously
- Ability to build effective business relationships with colleagues, external suppliers and volunteers
- Effective PC skills including Word, Excel, PowerPoint and MS Teams
- Strong ability to produce clear written documentation
- Excellent communication skills – written and verbal
- Well-developed teamwork skills
- Strong organisational skills
- Ability to analyse and create reports - desirable

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 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.