

Events Coordinator

Salary: £28,500 - £30,500 depending on experience per annum

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.

Job Role Overview

An exciting opportunity has arisen for an Events Coordinator to join our team.

This role will be reporting to the Senior Events Manager and working with internal teams and a range of external suppliers and stakeholders to organise, coordinate and deliver high quality conferences and events, both face to face and virtual, from start to finish.

The successful candidate will have a passion for events management, able to build effective relationships with internal and external stakeholders, be proactive and an excellent communicator while being an advocate for APM.

If you have the skills and experience, we are looking for, we would love to hear from you.

Qualifications

- Educated to A level or equivalent

Experience and knowledge

- Minimum of one year's experience of event management
- Knowledge of conference structures and different conference session formats
- Understanding of how to manage a budget

Desirable experience

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

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

Why APM?

We're Association for Project Management (APM). We're united in our aim to help project professionals around the world deliver better projects, setting the highest standards for the industry. Ask our people what's great about working here and the views are unanimous. You'll be joining a community that's friendly and caring. We believe that good communication creates a culture that's open and fair. We ensure everyone at APM, regardless of their role, has a voice and knows they'll be listened to and treated with respect. We see everyone as individuals and champion diversity and inclusion, both within APM and across the wider project profession. You'll work in a collaborative environment that's thoughtful, considerate and positive. You'll be supported by your team and across departments so, together, we meet the high standards we set ourselves.

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

At APM we are open to talking about flexible working arrangements and reasonable adjustments please reach out to discuss further.

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.

