

Web Content Editor

Salary: £16,200 - £16,800 per annum (depending on experience)

6 months FTC - 21 hours per week based on 3 days a 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 a Web Content Editor to join our Marketing Department.

The successful candidate will report to the Web Content Designer and sit within the Content Marketing function. The key responsibilities will be to deliver our Web Updates, Events and development of new content types as requested by all stakeholders within APM.

You will be responsible for

- Support of Business-as-Usual update requests on APM's website.
- Support a content audit of APM website
- Repurpose content for SEO optimisation

If you feel you have the skills and experience, we are looking for and have a passion for web content we would love to hear from you.

Qualifications

- GCSE English, Maths grade: A-C

Experience

- Experience of website content management systems

Skills

- Effective PC skills including Word, Excel, PowerPoint, Adobe Acrobat DC
- Understanding of SEO principles and best practice
- Ability to produce clear written documentation
- Well-developed teamwork skills
- Excellent organisational skills

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.

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

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.

