

Partnership Development Coordinator

Salary: £25,000 - £27,000 per annum (depending on experience)

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

Join our dynamic and collaborative team as a Partnership Development Coordinator.

An exciting opportunity awaits you in our Commercial Partnerships team! We are looking for a motivated and proactive Partnership Development Coordinator who's eager to drive growth and strengthen relationships with our corporate affiliates.

In this pivotal role you will be the go-to person for onboarding new affiliates, managing invoicing processes, and keeping our affiliate members invested and inspired.

The successful role holder will also play a key role in supporting our membership and business development team. This will include admin support with events, tackling ad-hoc projects with creativity and flair.

The role is a mix of desk-based work and exciting opportunities to attend external events, conferences, and meetings. It's the best of both worlds.

If you're passionate about building strong partnerships and eager to grow within a dynamic, forward-thinking team, we want to hear from you.

Qualifications

- Maths and English GCSE

Experience (desirable not essential)

- Experience in a customer-facing role in a sales environment
- Experience in education, training, or a professional body
- A proven track record in making outbound sales calls

Skills

- Advanced level in Excel, PowerPoint and Word. Able to produce graphs, pivot table and manipulate data in Excel
- Strong analytical and numeracy skills
- Experience of using Salesforce
- High standard of written English

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

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.