

Content Copywriter

Salary: £31,000 – £34,000 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

An exciting opportunity has arisen within our Communications and External Affairs department for a Content Copywriter to join the team.

The successful candidate will promote APM and the project profession to new and existing audiences by creating and publishing engaging written content.

This role will support APM's communications strategy by creating compelling thought-leadership, reports, articles and other written outputs that contribute to a positive narrative for the project profession.

You will be someone who is a natural communicator, creative, with an understanding of complex ideas and concepts and turn them into clear, concise outputs. If you have the essential experience and skills we are looking for, we would love to hear from you.

Qualifications

- Educated to degree level in a relevant discipline (e.g. English, journalism, public relations or creative writing)

Experience

- Experience creating a wide variety of written content (short form and long form, online and offline)
- Experience working with online Content Management Systems
- Experience of creating data-led reports

Skills

- First-class writing skills
- Able to produce clear, high quality written material that is free of errors
- Able to write for a variety of audiences, in different styles and formats
- Able to understand complex ideas and concepts, and turn them into clear, concise outputs
- Attention to detail
- Strong computer skills
- Microsoft suite
- Task management software (e.g. Asana, Streamtime, etc)
- Content Management Systems (e.g. Umbraco, Drupal, etc)
- Confident communicator, able to inform and influence at all levels
- Able to work to tight deadlines
- Well-developed presentation skills
- Excellent communication skills – written and verbal
- Good teamwork skills
- Excellent organisational and time-management 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.

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.