

Assessor Manager

Salary: £40,000- £44,000 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

We have an exciting opportunity for an Assessor Manager to join our Professional Standards Team.

The Assessor Manager plays a pivotal role in ensuring the consistent delivery of high-quality assessments through the effective management of assessors and panel members. Working closely with our external stakeholders this role will support, motivate and monitor the growing number of external partners to support the standards assessment.

This role involves overseeing all aspects of standardisation, quality assurance, and operational processes in relation to assessors in order to maintain the integrity and credibility of assessments, including the Chartered Standard, Full Membership (MAPM) and Fellowship (FAPM).

The Assessor Manager is responsible for setting and upholding professional standards, ensuring compliance with relevant regulations and guidelines, and driving continuous improvement in assessment practices. By providing training and guidance to assessors, the Professional Standards Manager ensures a robust and fair assessment framework that meets organisational and stakeholder expectations.

Qualifications (Desirable)

- Professional qualification in assessment design and application.
- Professional qualification in project, programme or portfolio management.

Experience

- Experience managing or developing professional standards or qualifications
- Experience of analysing and presenting data
- Experience of managing dispersed and associate teams

Skills

- Highly developed communication and presentation skills
- Relevant PC skills in Word, Excel, PowerPoint and CRM systems
- Good negotiation and stakeholder management 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

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.

