

## **Volunteer Role Specification: Project Manager**

Institute of Asset Management (IAM)

Location: Remote

Time Commitment: 4–8 hours per month (flexible based on project)

Duration: 6–12 months (subject to project)

### **Purpose of the Role**

The Project Manager will oversee the planning, coordination, and delivery of one or more knowledge or professional development initiatives at the IAM. This may include developing best practice guidance or supporting professional development projects. All roles will involve coordinating international working groups. The Project Manager ensures that volunteer teams' outputs align with the terms of reference of the initiative and milestones are met on time.

### **Key Responsibilities**

- Lead the planning and execution of IAM initiatives working with IAM staff, volunteers, and external stakeholders
- Develop and maintain project documentation (e.g. project plans, timelines, risk logs, status reports, impact assessments)
- Facilitate regular meetings, track progress, and ensure effective team communication
- Identify project risks and issues, escalating where appropriate
- Ensure alignment with the IAM Strategic Plan and quality standards
- Coordinate contributions from working group participants
- Contribute to post-project reviews and knowledge sharing within the IAM

### **Desirable Skills and Experience**

- Experience in project management
- Strong organizational skills
- Excellent communication and interpersonal skills
- Proficiency with collaborative tools (e.g., Microsoft Teams, SharePoint, or similar platforms)

### **What You Will Gain**

- Opportunity to work alongside international asset management professionals and thought leaders
- Professional development and experience in project delivery
- Contribution to the advancement of asset management as a global discipline
- Networking opportunities
- Recognition as an IAM volunteer

### **Support Provided**

- Induction and guidance from IAM staff and experienced volunteers
- Access to IAM resources, templates, and digital tools
- Ongoing mentorship and support from the IAM staff

### **How to Apply**

Please send a brief statement of interest and your CV via opportunity on the “volunteer now” page of our website: <https://theiam.org/membership/volunteer-now/>

Please note to take up this volunteer opportunity, it is requirement to either be an IAM individual member or an employee of an organization who are a member of the IAM.