

JOB DESCRIPTIONS

Job title:

Senior Account Executive

Reporting to:

Account Director on client accounts, Line Manager on personal development

Salary:

£25,000 to £30,000.00 per annum dependent on skills and experience

Purpose of Job

Connect opens minds.

From politicians to the public, from communities to the commentariat, we open minds to new thinking, new ideas, new arguments and new developments using public affairs and public relations skills.

As a Senior Account Executive you will provide high quality services to all our clients. You will have at least one years' experience in providing research and political advice. In this role you will use your developing consultancy skills to maintain positive client relationships, identify issues which might impact on client activity, actively develop new business ideas and initiatives and contribute to profitable accounts. You will manage both junior and senior colleagues to ensure Connect exceeds client expectations.

You will have excellent written and verbal communication skills, be well organised, highly motivated and able to work under your own initiative. You will have good interpersonal skills and you will be developing your own networks within both political and media circles which you will maintain and expand.

Responsibilities

Client delivery

- absorb the day to day challenges of client delivery
- aim to ensure that 75% of your hours are billable and charged to the client
- delegate tasks to junior colleagues where appropriate and motivating them to deliver
- send client-ready, accurate communications which require minimal review by senior colleagues
- develop excellent client relationships – ensure that the client feels well serviced, able to call for advice at any time, and maximizing the opportunities for growth
- show an attention to detail – ensure that work is completed on time and to excellent standards, and is always 'adding value' to the client care
- create parliamentary briefings and draft interventions (PQs, EDMs etc) which need minimal amendment
- create press statements and releases, letters etc. which need minimal amendment
- 'sell' in stories and briefings to politicians and the media

- deliver social media strategies for our clients
- build relationships with politicians, civil servants, local authorities, media and think tanks
- take oversight of any political monitoring undertaken for your clients by the Connect Intelligence team
- ensure accurate media monitoring for your clients
- develop and deliver APPG programmes with support from both junior and senior colleagues
- event management
- develop and maintain an expertise in client sectors and related policy fields
- respond to requests for information from clients which may be at short notice
- research, forecast and evaluate the effects of public policy on an organization, using public sources, political intelligence and personal contacts
- write newsletters, briefings, campaign material and press releases
- attend select committee hearings, party conferences and other events on behalf of Connect
- feed into the work of the Connect Intelligence team and ensure they benefit from your experience

New business

- identify new business opportunities and follow up on them on a timely basis
- regularly attend networking events to build Connect's and your profile, presenting a positive, professional image of Connect
- organise and deliver research ahead of pitches (both written and in person)
- provide updates on new business leads regularly to other senior colleagues
- build relationships and network with colleagues, clients and the media
- use social media to promote the work of Connect (personal and professional fees)
- write and place articles on behalf of Connect in key media for the company's profile and positioning
- provide regular copy for the Connect website

Internal

- support the Intelligence team on a strategic basis
- complete daily timesheets
- provide financial information and recharging to the Financial Controller in a timely manner
- develop positive, professional working relationships with Connect colleagues
- effectively delegate both upwards and downwards
- informally mentor more junior staff to help develop their consultancy skills
- contribute fully to internal meetings
- communicate effectively to manage workload and deadlines
- set a professional example to junior colleagues
- ensuring all client materials and files are up to date and well organised
- contribute to database management by keeping Insightly up to date

Personal development

- develop a sectoral expertise
- ongoing development of managerial skills
- build a personal profile in key trade media as a communications expert
- maintain a strong interest in current affairs
- maintain communications and public affairs skills
- identify training requirements and attend relevant training courses
- attend Planning Committee meetings as required

Skills required

- education to degree level or above
- at least one years' experience working in a consultancy, public affairs role or similar field
- persuasive and able to open minds
- ability to communicate clearly in person and in writing
- a strong knowledge of current events and political systems
- highly motivated with an entrepreneurial attitude
- proven editing and proofreading ability
- the ability to work independently
- adaptability