



## Honest Communications: PR Account Manager

*Remote working available*

### **Salary: From £27,000 - £35,000**

Are you a passionate and talented **PR Account Manager** looking to join a young, growing agency with flexible working, amazing clients who do wonderful things, and ongoing opportunities to grow? Then we should talk!

Email us at [beartoftheteam@honestcommunications.co.uk](mailto:beartoftheteam@honestcommunications.co.uk) and say hello to tell us about yourself, what you're looking for and what you can bring to the Honest table.

### **The role**

Things at Honest never stand still so we're always on the lookout for new talent who can bring something special to the team.

Due to our continued growth, and with even more in the pipeline, we're looking for a **PR Account Manager** to join the team.

The perfect candidate for the role will share our values of transparency and integrity; commitment to producing the very best creative work; and, of course, honesty. They will have experience in account management and client liaison with a keen eye for detail and strong organisational skills.

You'll be working across a mixture of our PR and social media accounts, so experience working in both of these areas is vital. Excellent copywriting skills are essential, as is the know-how to build and maintain relationships with the media. We're looking for a candidate with a willingness to get stuck in along with having plenty of ideas and not being afraid to voice them.

We're very fortunate to work with some really lovely brands in a thriving sector. We specialise in working with home, garden and lifestyle brands and you'll be working on accounts across all of these sectors. As well as this, work will also include assisting agency development and taking the business to the next level. It requires a passionate, motivated and talented individual to be part of the Honest Communications' journey.

If that all sounds like you, get in touch!

## What we're looking for

### "Absolute musts"

We'll assume you've got the basics covered – research, press release writing, media list management, media relations, coverage logging and analysis. We're after someone who ticks the following boxes too:

- At least one year of account management experience within a PR agency - this is a key one!
- Experience in devising and implementing PR and activity plans from scratch
- Drive to jump in feet first on day one and run with things
- Experience having worked with consumer brands and secured shed loads of features and coverage to keep clients smiling
- A solid understanding of how to use social media platforms proficiently
- A dedicated, passionate and committed work ethos (but knowing when to stop and have fun too!)
- An impressive way with words, an eagle eye for proofreading and the ability to spot a rogue apostrophe a mile off
- The ability to build rapport with clients, journalists and colleagues
- Impeccable time management and impressive organisation skills
- Ability to think strategically and commercially to recognise what is in the best interests of our clients, but also the agency's development
- A love of to-do lists, and a deep understanding of the sense of satisfaction you get from adding something you've already done purely to cross it off straight away
- Ability to whizz your way around an Excel and PowerPoint
- Previous experience of managing account executives

### "That would be nice"

- Worked with home, garden and lifestyle brands
- An understanding of digital PR and SEO
- Carried out influencer outreach campaigns
- Experience of event PR

## Honest Perks

It's just as important to us that we focus on our team as well as our clients and we do all that we can to make working at Honest as enjoyable as possible. We want you to be proud of where you work, and truly become part of the team in a role that has big potential for the future.

We appreciate that working in the fast-paced PR and social media world can be tiring and life in front of a screen can take its toll, so each team member has a wellbeing budget to spend on relaxing outside of work. From taking up yoga to buying new walking boots, or even a subscription to a mediation app – we'll help cover the costs.

Personal and career development is really important at Honest, and you'll have at least two days each month to upskill in an area you're keen to learn more about. We also take

turns to share what we've learned with the rest of the team in a monthly knowledge share.

- Up to 34 days annual leave, including a day off for your birthday, Christmas Eve, New Year's Eve and even a recharge day for when you just fancy a day on the sofa!
- Flexible working (core hours of 10 til 3, with flexitime around this, plus extra-flexi Fridays!)
- Training opportunities and career development with two days a month dedicated to upskilling
- Generous new business incentives and bonuses
- Wellbeing allowance and scheme
- Pension scheme
- Mobile phone and laptop
- Regular pizza, cake and lunches
- A constantly brewing coffee pot because life is too short for instant.

### **What does life as an Honest PR account manager look like?**

You'll have your own portfolio of clients, working closely with account directors and account executives to make sure clients are happy across all stages of activity.

You'll be responsible for managing workflow to ensure all activity is delivered to the highest standard from securing features and writing copy, to liaising with media and external parties to arranging and managing partnerships, and of course securing coverage.

A large part of the role is building relationships with clients, and maintaining a solid network of contacts including journalists, influencers and industry figures to do all that you can to get our clients' names out there!

One day you'll be working on brand partnerships, the next you'll be proposing seasonal articles and then writing expert tips and commentary to fulfil media requests. All while juggling multiple projects, meeting deadlines and managing the workflow of account executives!

### **WFH? Hybrid? We're easy!**

We love hybrid working. It gives us a nice mix of seeing each other in person for a natter, but then time to crack on without distractions and to be productive too. Our Derby office is always there for those who want to use it, and then the rest of the time is WFH. We have one compulsory day in the office every two weeks to bring the team together, the rest of the time, the choice is yours!

We also don't want location to be a barrier so are considering candidates from anywhere in the UK for this position. We'd rather have the best skills and team possible, being local isn't a key factor! Travel to occasional client meetings will be required but apart from that you can work remotely as much as you like.

July 2024



**What's it like working at Honest?**

Find out more about what life is like working at Honest by reading our [culture statement here](#).

This can be a busy role, so we're looking for hard workers who know when to knuckle down, and how to juggle things as new tasks drop in at the last minute, but who also know how to have fun.

**If you're a dab hand at all the above and tick all the boxes of what we're looking for then get in touch! Email [bepartoftheteam@honestcommunications.co.uk](mailto:bepartoftheteam@honestcommunications.co.uk).**

**We're waiting to hear from you!**

*No agencies, please.*