



Account Manager: Communications

About Us

Cunningly Good Group is a highly experienced blended agency with experts in strategy, communications, design and websites.

About the Role

Cunningly Good Group is currently seeking to appoint a headline grabbing, feature hogging, ambitious Account Manager with a penchant for public relations to join our small, but rather beautifully formed, communications team.

Writing will be your forte in life, and you'll be raring to get started on generating headlines, selling in sizzling stories and generating lashings and lashings of press coverage. Cunningly Good Group provides a very dynamic service for our clients, responding to change of project scope at very short notice, as a result the responsibilities of this role may vary at any time.

This is the perfect role for someone who thrives in a fast-paced environment, is looking to stretch their professional communications experience across industries and who uses their initiative to respond to new challenges. This role offers the successful candidate the opportunity to develop the role by utilising and building upon their skills and abilities.

Your Responsibilities

- Planning – the devil is in the detail and you'll be required to work alongside our Account Directors to develop and deliver public relations plans for clients, identifying key objectives, activities, and timelines and – most importantly – making it all happen.
- Advising – you'll be expected to attend regular client meetings, offering your expertise and guidance on public relations activities face to face as well as virtually.
- Managing – there's quite a bit of project management involved in any communications role, whether it's ensuring the photographs are executed correctly, or managing the needs of the media, to making sure the press cuttings are up to date for clients, you will enjoy juggling priorities and meeting deadlines as if it is a modern art form.
- Writing – from news releases to features, from snippets for e-newsletters and illustrative case studies, you'll be looking to hone your skills at using the proverbial pen to tell great stories and write excellent copy

Your Skills & Qualifications

- Qualification or experience in public relations, communications or similar discipline.
- Associate or Member of CIPR and a proven commitment to following their CPD programmes
- Experience in building effective working relationships and able to communicate at all levels
- Creativity and writing skills
- Confident telephone manner
- Excellent Microsoft Office skills
- Ability to work independently, with minimal supervision and prioritise own workload
- Full Driving Licence and access to own car
- A flexible, positive and 'can-do' attitude with a strong customer service focus.
- Highly organised and able to multi-task

You'll fit right into our den if:

- You're willing to learn new skills and test yourself – our senior team are highly skilled and there are great opportunities to learn and develop your craft.
- You're not afraid to speak up. We want to hear your voice and your ideas.
- You are focused on results. It's what our clients expect of us.

Cunningly good employee benefits:

- You will get immediate entry to join a winning local pub quiz team (actually, we've never actually won yet, but this is merely a technicality.....)
- There's always a heap of sort-of-work-related "must do" activities on the go like eating pizza, visiting tourist attractions, working with people on the telly and other perks that will help you and your nearest live life to the fullest.
- 35 days holiday per annum – a little bit more than you might expect but worth it.
- Private medical insurance enabling you to access remote GPs at the touch of a button, and specialist medical treatment quickly.
- Flexible and hybrid working as standard. We've done it for years, it's part of our culture. We have nice offices too, so you're welcome to work wherever suits the task in hand.

Let's get down to detail:

Salary Range: £25,000 - £30,000 per annum, dependent on experience.

Pension Scheme: Royal London, with employers' contributions.

Hours: Full time 37.5 hours per week

Holidays: 35 days holiday per annum

How to Apply: Please send us a covering letter addressed to Emma Davies, Head of Communications, putting your very best foot forward along with your CV to careers@wearecunninglygood.com

Closing Date for Applications: Monday 1st November 2021 at 5pm