1. JOB DESCRIPTION

Job title: Account Executive

# Reporting to: Account Manager on client accounts, Line Manager on professional development.

Location: Stratagem’s offices are located at the Carnegie Library, 121 Donegall Road, Belfast. Our team enjoy a blend of remote and office-based working (three days a week).

Company Profile

Established in 1998 as the new Assembly took shape, Stratagem connects organisations with politics and gets results. We take issues and messages, apply our strategic, creative, and political know-how, and provide clients with the support they need to make meaningful impact.

Our 2019 merger with independently owned Westminster-based public affairs agency Connect places us in the top 10 UK Public Affairs agencies.  We are a team of around 50 consultants with offices in London and Belfast, and a diverse range of clients including FTSE 100 companies, leading trade bodies, public sector organisations, trade unions, coalitions and charities.

We are committed to maintaining high professional standards, and we are regulated by ORCL and PRCA. We are proud to be Investors in People Gold Standard, and we are committed to measuring and reducing our carbon footprint through our Planet Mark certification.

Purpose of Job

To support our continued growth, we are looking for people who are interested in working in public affairs and strategic communications, ready to start from day one and with potential to progress through the company. The successful candidate will have a passion for politics, the media and/or research focused on supporting clients to the highest standard and an ambition to kickstart their career in this exciting and fast-paced industry.

As an Account Executive you will provide high quality services to all our clients. You will be responsible for delivering our political intelligence and monitoring services, a crucial part of our business. You will also work to support colleagues in the delivery of public affairs, PR, events and business development strategies.

You will have excellent written and verbal communication skills. You will be well organised, highly motivated, and able to work under your own initiative. You will have good interpersonal skills and an entrepreneurial attitude.

Responsibilities

1. **Client delivery**

***Political monitoring***

* monitor political and Assembly events of relevance to Stratagem’s clients
* issue-based media monitoring
* show an attention to detail, ensuring that work is completed on time and to excellent standards, always ‘adding value’ to the client
* send client-ready, accurate communications which require minimal review by senior colleagues
* develop excellent client relationships, ensuring that the clients’ needs are met and exceeded, able to call for advice at any time, and maximising the opportunities for growth
* engage with client lead on key developments of significance for clients
* ensure political information databases are kept up to date
* keep specifications and lists up to date
* provide administration support and ensure all client materials and files are up to date and well organised

***Public affairs, planning and PR delivery***

* prepare agendas for internal meetings and meetings with clients
* produce accurate minutes and action notes for clients in a timely fashion
* produce policy, research, and political briefings for clients
* liaise with the offices of MLAs, MPs, Ministers, and local councillors
* compile databases and stakeholder lists
* draft letters to MLAs, MPs, Government Ministers, and others
* contribute to the drafting of strategies
* support the drafting and distribution of media content for clients
* organising and delivery of events
* attend party conferences and other events on behalf of Stratagem and our clients

1. **New business**

* identify leads from monitoring
* carry out research to contribute to pitches and new business campaigns
* regularly attend networking events to build your understanding, always presenting a positive, professional image of Stratagem
* contribute to Stratagem’s communications output through website and social media content

1. **Internal**

* information updating on the Stratagem CRM
* complete daily timesheets
* provide colleagues with general administrative support as required which may include:
  + setting up meetings
  + diary coordination and support
  + other general ad hoc requests for assistance
* meet internal deadlines, being organised and punctual
* develop positive, professional working relationships with across the Connect group
* communicate effectively to manage workload and deadlines

***Personal development***

* attend events
* develop and maintain knowledge and interest in current affairs, politics and political decision making
* work to develop and maintain communications and public affairs skills
* attend relevant training courses

*Personal attributes*

* a passion for politics, policy making and current affairs
* exceptional written, presentational, and interpersonal skills
* the ability to assimilate, analyse and summarise written material quickly
* excellent listening skills, as well as the ability to take an impartial view
* the ability to inspire trust and confidence in clients
* a team player
* commercial awareness and good business sense
* enthusiasm and self-motivation

**Essential Criteria**

* Graduate with relevant experience or non-graduate (with at least 1 year) in one or more of the following areas: public affairs; politics; policy analysis; political and current affairs monitoring; public relations; research; report writing;
* Excellent understanding of the structures of governance across these islands and Europe and an experience of influencing them including the legislative process. This to include a thorough understanding of the NI Assembly, the legislative process, administrations and political parties as well as political issues and cycles and their relevance;
* Exceptional attention to detail, appreciation of accuracy and the need for timeliness in communicating political and client related information;
* Adaptable writing skills from report writing, website content, blogs and press releases;
* Strong interpersonal skills to include initiative, flexibility and commitment, a pro-active approach to work and the ability to work as part of a team or on your own;
* Planning and managing work with the ability to prioritise competing work demands, working unsupervised to tight deadlines and the management of different tasks;
* Sensitivity to political issues, cycles and their relevance to the outside world;
* Experience in the use of Microsoft 365, databases, website maintenance software and information management systems, along with an ability to confidently use a number of social media platforms including Twitter and LinkedIn;

#### **Desirable Criteria**

* Prior experience of working for a public affairs or communication agency, elected representative, trade association or professional body;
* Experience of delivering a successful event;
* Ability to spot opportunities and interpret information that contribute to winning new business;