

Your job title: Campaign account leader and line manager
Your dept: Communications
Your base: Hartlebury, West Midlands
Your manager: Communications head, campaigns

WHO WE ARE

We're a very big, very successful creative agency. In fact, we're one of Europe's largest. We've been around for years but we're still cutting-edge. We work with massive companies. We help them get their people together, to talk, to share, to inspire, to have fun and *really* enjoy their work. We call this making 'anything possible'.

If you want to be part of our friendly culture, please read on...

WHAT YOU'LL GET

A competitive salary is one thing. But we also provide a list a benefits that's as long as your arm. The following is just a sample:

- Plenty of time off for holidays
- Lovely lunches at affordable prices
- Tons of training
- You can suggest and take part in charity activities
- And, if all goes well, a juicy bonus awaits you at the end of the year

WHY WE NEED YOU

1. To deliver high-calibre account direction/ management across a range of client accounts and comms campaigns. To do this, you will:

- Act as the single point of contact for the client
- Work with the creative directors to manage the creation and delivery of projects
- Provide the highest level of communication to all clients
- Communicate specific actions and requirements, including the production/ preparation and supply of relevant supporting materials
- Support delivery
- Be responsible for individual client budgets
- Work efficiently and effectively under pressure and consult with senior management, when necessary
- Effectively lead and support teams to deliver account projects
- Maintain and grow existing relationships with clients and seek to create new opportunities
- Operate an account strategy that promotes growth and retention

2. To line manage the account team under the direction of the comms head, campaigns. To do this,

you will:

- Lead the team and their client accounts
- Manage processes and systems to ensure a consistent approach
- Continuously look to improve the team's performance, development and training
- Ensure compliance to any existing contracts and brand guidelines

Obviously, the above bullets don't *completely* define your role. You'll do other related stuff as well. Your flexible attitude means you'll be happy to do what needs doing to keep our department in tip-top condition.

THE SERIOUS BITS

Obviously, you'll want to know what kind of stuff will keep you busy during your working hours. Here's a rundown of all the things you need to know to work out if we're a good fit for each other.

CAMPAIGN MANAGEMENT, PLANNING AND DEVELOPMENT

- Coordinate workflow and quality of work with appropriate teams
- Source and supply briefs in advance
- Manage production calendars and ensure outputs are in line with guidelines/ expectations
- Follow correct approval processes
- Share knowledge about clients' preferred ways of working
- Produce detailed project plans, keep accurate records and update appropriate people
- Manage regular campaign meetings to keep people up to date with progress
- Own and manage budgets in partnership with our finance dept
- Manage third-party suppliers, ensuring best value, service quality, items are fit for purpose

SUPPORT OF DRP TEAM AND PROJECT SPECIFIC ACTIVITIES

- Lead regular meetings
- Manage research, clients, all paperwork, budget and financial reports
- Ensure any risk or campaign issues are escalated

CONTRACT COMPLIANCE, CONSISTENCY AND GOVERNANCE

- Drive and manage compliance processes and procedures
- Implement and monitor processes and procedures around the business, ensuring compliance
- Keep resources up to date and available to all

FINANCE

- Own all aspects of project budgets and achieve agreed gross profits
- Raise purchase orders/ keep accurate records
- Get sign-off of all budgets/ expenses from client
- Produce all final invoices and get sign off/ acceptance from clients

LINE MANAGEMENT OF CAMPAIGN ACCOUNT TEAM

- Day to day management of team
- Regular 1-1 sessions with team members to support them/their accounts & projects as required
- Facilitation of learning, development & progression of team
- First point of escalation for any initial team/client concerns

Again, this list is not exhaustive and only indicates your responsibilities. Your flexible attitude will be recognised and rewarded at drp.

DATA SECURITY

At all times you must work within the guidelines set out in the drp Information Security Policy and your Employee Confidentiality Agreement. Failure to do so will be deemed as gross misconduct.

You'll mainly work in our Worcestershire office. Sometimes, you may be asked to work in other locations, including overseas.

drp is an equal opportunities employer.