

# Job spec: Communications Associate



**Job type:** Permanent, full-time

**The job in one line:** Support your team in driving coverage and delivering results for our clients

**The agency:** Hard Numbers is one of the fastest growing new agencies in the UK. We launched in June 2020 and, despite the challenging economic climate, we've grown to a team of ten in the first six months. In five years we'll be a large agency. Everyone we hire right now - at every level - will not only have the opportunity to shape this agency, but to lead it as well. We wanted to hire the best in the business, and we want to hire the leaders of tomorrow.

**What do we do?** We're a B2B communications agency with a focus on technology. We work across a range of marketing channels, primarily media relations, business development, paid media and email marketing.

## Responsibilities

*Media relations:* You'll support your colleagues in driving media coverage for our clients

*Messaging:* We work with a lot of exciting startups, so will often help them define their brand messaging

*Copywriting:* You'll be capable of producing good quality editorial copy

*Account coordination:* You'll support a more senior account member in account coordination – this would involve delivering agendas, writing actions and other day to day account coordination.

*Working across multiple clients:* You'll work across 3-5 projects or accounts

*Agency experience:* Account coordination is the most valued skill in this company, and we believe the best place to learn that is in a communications agency, which is why we'll prioritise candidates with agency experience.

## What are we looking for?

*The most organised person in the room:* When you take ownership of something, it's getting done. We don't micromanage. We want to hire good people, give them a job and get out of their way. But to do this, we need to know that when they say they're on something, it's getting done come hell or high water. The people who are best at this aren't the loudest or the flashiest, they're the most organised. At Hard Numbers, we value organisational skills above all else.

*Agency experience:* We're looking for a minimum of six months experience working in a PR agency. B2B/tech is preferable, but non-essential. Experience working on press office accounts in the £4-10k a month region is bonus.

*Hungry to learn:* The agency is going to grow and change a lot over the next 18 months. We don't know what challenges we'll face but we know we'll need to grow and adapt to meet them. This excites us, and will excite the ideal candidate too.

### **How to apply**

To apply for this job, send a link to your LinkedIn profile to [paul@hardnumbers.co.uk](mailto:paul@hardnumbers.co.uk). No need for a full CV – your profile has everything we need!

Don't worry about a full cover letter, either. 2-3 sentences in the body of the email on what's important to you in your next role is all we need.

Please pop the job title in the subject.

Salary: £26,250-29,400