

# Job spec: Senior Communications Associate



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

**The job in one line:** Own specific functions of comms accounts, drive results, make clients love us

**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 12 in the first year. 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 and professional services. We work across a range of marketing channels, primarily media relations, business development, paid media and email marketing.

## Responsibilities

*Media relations:* You're experienced working on press offices and you know how to get coverage. 'Does this idea generate coverage?' is something you can answer with confidence and authority.

*Copywriting:* You'll be capable of producing good quality bylines and editorial copy. As a senior communications associate, versus a communications associate, we'd expect this to be to a high enough standard that it can go straight over to the client with minimal review.

*Account coordination:* You'll be proactive in your coordination of accounts. While a communications associate would typically follow the lead of a more senior account member, a senior communications associate will be capable of driving initiatives forward without micromanagement.

*Client communications:* With your experience, you'll be comfortable communicating directly with clients without input from more senior account members. You'll be the main point of contact for clients on most of your accounts.

## 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.

*Experienced working in an agency:* Experience working in an agency is a bonus, but we're open to candidates from in-house backgrounds, too.

*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:** £29,400-33,600