

Job Specification for Blackstock Consulting: Account Manager

We are on the hunt for talented PR Managers to join a highly regarded, fast paced PR & Communications Agency

- Salary between £28k-£35k + depending on experience
- Senior Account Executive level up to Account Manager depending on the candidate
- 28 days' holiday plus bank holidays, pension, gym membership, flexible working and investment in training
- Property experience a bonus but not necessary; an interest and general understanding of the sector is essential
- 2-3 years' experience essential, PR agency experience a bonus
- Ability to hit the ground running, deal with clients immediately and deliver tasks essential
- Potential to help grow the business, with an opportunity to grow your career long term and become a shareholder in the company over time
- Candidates with an expertise in areas such as architecture and wellbeing, European media and corporates, and financial and investor experience either in the UK or abroad are also of interest

About Blackstock Consulting

Blackstock Consulting is a fast-paced, well-regarded communications consultancy based in Farringdon. We work extensively across the built environment with high profile clients such as architects, corporate and listed occupiers, developers, investors and investment managers, manufacturers and construction firms, professional services firms, technology platforms and companies in the public sector. We work with a range of clients from FTSE 100 companies to launch start-ups.

Our boutique but experienced and growing team advises companies around all aspects of communications, supporting them on crisis management, investment, political engagement and regulatory issues. Blackstock also creates original analysis which sets it apart as a market commentator. This is an exciting opportunity to grow your experience, profile and network quickly as well as having direct exposure to our growing portfolio of clients.

Role overview

The main duties of this role include providing a bespoke PR service to clients, managing key accounts with daily activities including writing press releases, pitching to journalists and writing content for reports, websites and brochures. This role will also support our AMs and directors in managing more junior members of the team.

Key activities and responsibilities:

- Being the account manager or day-to-day lead on client activities;
- Engaging with journalists and digesting relevant media every day;
- Writing press releases, columns and articles;
- Building up an extensive journalist network and strong engagement list across nationals, broadcasts, trades and in key local/regional titles for relevant clients;

- Pitching press releases to journalists and feature ideas by phone or email;
- Arranging interviews and editorial meetings with key journalists for clients and facilitating these meetings where appropriate;
- Handling clients' social media accounts;
- Producing monthly reports for clients;
- Running projects and campaigns;
- Taking on responsibility for events, blogs, awards and social media for the company as required;
- Being a line manager and having responsibility for others in the team.

Candidates must demonstrate:

- Two or more years working in PR;
- Excellent written and spoken English as well as a meticulous eye for detail;
- The ability to work to tight media deadlines on a number of simultaneous projects;
- The ability to manage both other team members and clients, responding and delivering to their demands and pressures;
- Commitment, confidence, energy, organisation and responsibility.