

Job title: Campaign Account Manager
Department: Communications
Based: Hartlebury
Reporting to: Head of Campaign Account Team

PURPOSE

To manage multiple projects, so you, your clients and your colleagues know exactly what's going on and what their role is.

We're a full-service agency so the campaigns you manage will include everything from conception to delivery and review. You'll manage meetings with clients and colleagues. Your colleagues include creative directors, writers, designers and filmmakers. You will hold the baton and ensure they all know when and at what level to play their instruments.

You will work especially closely with the campaign account lead and head of campaign. You will always be able to report back on progress. You'll ensure every element of every campaign complies with contracts, brand and health and safety guidelines.

PRINCIPLE DUTIES

- Be the single point of contact for everything to do with the projects you manage (unless otherwise directed)
- Cascade info appropriately
- Help a creative director deliver brilliant assets and plans
- Speak and write with aplomb
- Be flexible, win the confidence of others, support those you work with
- Be logical, methodical and detailed
- Make cool, calculated decisions; consult with leaders where appropriate
- Own and lead on pitches – bringing all that brilliant talent together
- Look for opportunities to grow accounts, add value and promote other departments

Management, planning, development

- Plan, brief and manage all aspects of production
- Take and shape client briefs and input where you can add value
- Produce creative briefs that are clear with measurable deliverables within agreed budgets
- Present work and costs to client in a confident manner, making recommendations as appropriate
- Maintain quality control, keep records and communicate and manage roles
- Manage time and calendars, secure signoffs/approvals
- Improve plans as they progress, when possible
- Manage meetings appropriately
- Own budgets
- Manage third party suppliers appropriately
- Run and support client workshops and strategy shaping

Support colleagues and assign roles

- Recruit and manage the right project team for each job – take ownership of budgets and manage departments monitoring profit margins at all times
- Keep learning
- Lead update meetings
- Maintain meticulous records, including budgets
- Manage and report risk
- Look for all opportunities to increase profit margins
- Upsell campaigns to include other DRPG departments
- Manage admin duties

This list is not exhaustive, and you will be expected to work flexibly and undertake other such duties as the management may, from time to time, reasonably require.

EXPERIENCE

- Five years' similar experience
- Brilliant with people
- Great software skills, especially Excel
- Relevant knowledge and experience of the full marketing channel mix

SKILLS / CHARACTERISTICS

- Know what to do from the get-go
- Be highly organised
- Passionate
- People person
- Proactive
- Meticulous attention to detail

OTHER REQUIREMENTS

- Ready to travel wherever
- Full, clean drivers' licence
- Willing to work flexibly

DATA SECURITY

At all times you must work within the guidelines set out in the DRPG's Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

HEALTH AND SAFETY

At all times you must work within the guidelines set out in **DRPG's** Health & Safety Policy and Employee Manual.

FURTHER NOTES

The role is flexible and can be based at our Hartlebury, London or Windsor offices and can require regular travel to other office locations. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

THE COMPANY

Established in 1980, we're one of Europe's most experienced and largest fully integrated, award winning communications agencies. From the strategic communication consultancy to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

The **DRP Group** is an equal opportunities employer.