

Job title: Junior Campaign Account Manager
Department: Communications
Based: Midlands – Flexible Working
Reporting to: Head of Campaign Accounts Team

ABOUT US

We're a full-service agency, so the campaigns you'll manage will cover everything from conception to delivery and review. You'll lead meetings with clients and your lovely colleagues, including creative directors, researchers, writers, designers and filmmakers. Sometimes you'll also work with carefully selected freelancers. We have all the campaign toys you could want under one roof and work across so many sectors and industries that you'll never get bored.

PURPOSE

Hold the baton and ensure all teams you work with know when and at what level to play their instruments. You will always know where your project is at and where it should be. You'll do this with the support of an outstanding Campaign account management team.

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 team and Head of Campaign Accounts. 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

Management, planning, development

- Plan, brief and manage all aspects of production
- Take client briefs
- Present costs to client
- Support with presenting work to client
- 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 for your projects
- Manage third party suppliers appropriately

Support colleagues and assign roles

- Recruit and manage the right project team for each job
- Keep learning
- Lead update meetings for your individual projects
- Maintain meticulous records, including budgets
- Manage and report risk to line manager
- Manage budgets, including profit margins – look for opportunities to grow profit margins
- Manage admin duties and support the wider team with their 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

- Three years' similar experience
- Brilliant with people
- Great software skills, especially Excel
- Relevant knowledge

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 will be based primarily in our Worcestershire head office and will 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.