

job description

Role: Senior Campaign Account Manager

Department: Campaign

Location: Hartlebury

Salary: Negotiable

Your reason for being here...

Your purpose here at DRPG is to drive incredible client experiences that are unforgettable for all the right reasons while nurturing and propelling greatness within your team.

The way you roll...

You're an organisational superstar, applying that incredible knack for planning to each and every project. With that shiny gold metaphorical baton in your hand, you let everyone know when and at what level to play their instruments.

You know what to do from the get-go, and you're our very own Master Motivator (but a bit more commercial, maybe a little less Lycra too...). You're not only a confidence connoisseur, but a master job juggler (wow!) and always have your logic cap on to add to that stylish excellence of yours.

You're also a whizz at ensuring compliance across every element, with that meticulous attention to detail you have. Our philosophy here at DRPG is 'anything's possible', so you will need to be onboard with this and going above and beyond.

How you make it all possible...

- Providing support and a clear escalation point for your Account Management team
- Supporting the head of campaign account team with your strategic knowledge and experience
- Cascading information appropriately to your project delivery and extended campaign teams
- Helping a creative director deliver brilliant assets and plans
- Ensuring every element of every campaign complies with the brief – including any contracts, the client's brand and budget
- Reporting on progress at any time
- Making cool, calculated decisions and consulting with leaders where appropriate
- Liaising and working closely with the campaign response manager on pitches and proposals

Management, planning, development

- Planning, briefing and managing all aspects of production
- Taking client briefs and inputting where you can add value
- Producing creative briefs that are clear and feature measurable deliverables within agreed budgets
- Presenting work and costs to client with impeccable confidence
- Maintaining quality control, keeping records and communicating and managing roles
- Managing time and calendars as well as securing sign-offs/ approvals
- Improving plans as they progress, where possible
- Managing meetings appropriately
- Own budgets
- Managing third-party suppliers appropriately
- Acting as a key figure in the process of client onboarding, ensuring that the client is aware of the roles and responsibilities of the delivery team
- Acting as an initial point of escalation for L2 and L3 members of staff within your project delivery team
- Managing and directing the initial client scope of work and service level agreement
- Managing the capacity and resource of all L2 and L3 members of staff within your delivery team
- Having a clear focus on the divisional targets, ensuring that all projects are delivered with this in mind

Supporting colleagues and assigning roles

- Recruiting and managing the right team members for each job
- Supporting campaign account managers with leads to grow campaign offering
- Sharing projects with key account managers and the global sales team to increase awareness of the Campaign team and its offering
- Inspiring the account management team with your sheer brilliance
- Leading update meetings
- Maintaining meticulous records, including budgets
- Managing and reporting risk
- Managing budgets, including profit margins
- Looking for all opportunities to increase profit margins
- Upselling campaigns to include other **DRPG** departments
- Managing 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.

What's in your toolbox...

- Five years' similar experience
- A real people person
- Super confident when it comes to presenting
- Great software skills, especially Excel (we know... sorry!)
- Relevant knowledge and experience of the full marketing channel mix
- Full, clean driver's licence

Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

Hang on, there's more...

The role will be based primarily in Hartlebury, but there will be times when you'll need to work from our other offices and undertake other related commercial duties both in the UK and overseas. Flexibility is key!

We're a friendly team. We really welcome anyone who wants to become part of a brilliant company. If you're passionate with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

DRPG is an equal opportunities employer.

Data Security (not super exciting, but necessary)

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

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.