



## Honest Communications: PR & Social Media Account Executive

**Salary: From £21,000**

Are you a passionate and talented **PR & Social Media Account Executive** looking to join a young, growing agency with flexible working, amazing clients who do wonderful things, and ongoing opportunities to grow? Then we should talk!

Email us at [bepartoftheteam@honestcommunications.co.uk](mailto:bepartoftheteam@honestcommunications.co.uk) and say hello to tell us about yourself, what you're looking for and what you can bring to the Honest table.

### The role

Things at Honest never stand still so we're always on the lookout for new talent who can bring something special to the team.

Due to our continued growth and success, Honest Communications is recruiting a **PR & Social Media Account Executive** to join the team.

The perfect candidate for the role will share our values of transparency and integrity; commitment to producing the very best creative work; and, of course, honesty. Excellent copywriting skills are essential, as is a willingness to get stuck in, along with having plenty of ideas and not being afraid to voice them.

We're very fortunate to work with some really lovely brands in a thriving sector, specialising in home, garden and lifestyle brands. The role requires a passionate, motivated and talented individual to be part of the Honest Communications' journey.

If that all sounds like you, get in touch!

### What we're looking for

- A passion for PR, social media and the media
- Flair for creativity
- Drive to jump in feet first on day one and be part of the team
- A dedicated, passionate and committed work ethic (but knowing when to stop and have fun too!)
- Excellent writing skills and a strong eye for detail
- Experience in writing press releases and liaising with media
- Experience in using social media platforms for brands
- Impeccable time management and impressive organisation skills
- A love of to-do lists, and a deep understanding of the sense of satisfaction you get from adding something you've already done purely to cross it off straight away
- Ability to whizz your way around an Excel and PowerPoint
- Exceptional levels of attention to detail

- Most importantly, someone friendly, sociable and able to work in a small team.

### **Relevant experience**

- Experience working in a PR or marketing agency, including internships or work experience placements
- A relevant undergraduate degree such as PR, marketing, media, journalism or English Literature is desired, but not essential

### **What you'll be up to**

- Supporting the account directors and account managers with running an array of lovely client accounts across PR and social media
- Writing press releases, blogs, copy and social media posts
- Issuing press releases
- Responding to journalists' enquiries
- Playing a big part in the running of our clients' social media accounts, including creating graphics, posting, engaging with followers and outreach to other accounts
- Scheduling social media content
- Spotting the best influencers to be working with
- Creating reports and devolving into results and trends to help activity evolve
- Monitoring, logging and analysing media coverage
- Tracking social media results and insights
- Creating, managing and updating media lists
- Researching opportunities
- Liaising with clients and contributing to meetings
- Supporting the marketing and development of Honest Communications
- Keeping abreast of current PR and social media trends and tools

If you're a dab hand at all the above and tick all the boxes of what we're looking for then get in touch!

### **Honest Perks**

It's just as important to us that we focus on our team as well as our clients and we do all that we can to make working at Honest as enjoyable as possible. We want you to be proud of where you work, and truly become part of the team in a role that has big potential for the future.

We appreciate that working in the fast-paced PR and social media world can be tiring and life in front of a screen can take its toll, so each team member has a wellbeing budget to spend on relaxing outside of work. From taking up yoga to buying new walking boots, or even a subscription to a mediation app – we'll help cover the costs.

Personal and career development is really important at Honest, and you'll have at least two days each month to upskill in an area you're keen to learn more about. We also take



turns to share what we've learned with the rest of the team in a monthly knowledge share.

- Up to 32 days annual leave, including a day off for your birthday, Christmas Eve, New Year's Eve and even a recharge day for when you just fancy a day on the sofa!
- Flexible working (core hours of 10 til 3, with flexitime around this, plus extra-flexi Fridays!)
- Training opportunities and career development with two days a month dedicated to upskilling
- Generous new business incentives and bonuses
- Wellbeing allowance and scheme
- Pension scheme
- Mobile phone and laptop
- Regular pizza, cake and lunches
- A constantly brewing coffee pot because life is too short for instant.

### **What's it like working at Honest?**

Find out more about what life is like working at Honest by reading our [culture statement here](#).

This can be a busy role, so we're looking for hard workers who know when to knuckle down, and how to juggle things as new tasks drop in at the last minute, but who also know how to have fun.

**If you're a dab hand at all the above and tick all the boxes of what we're looking for then get in touch! Email [bepartoftheteam@honestcommunications.co.uk](mailto:bepartoftheteam@honestcommunications.co.uk).**

**We're waiting to hear from you!**

*No agencies, please.*