



## Honest Communications: PR & Social Media Account Executive

### **Salary: £24,000 - £28,000 dependent upon experience**

Are you a passionate and talented **PR & Social Media Account Executive** looking to join a boutique, growing agency with flexible working and great perks, 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 the thriving home, garden and lifestyle sector. 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
- 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, and finding the best ways to work with them!
- Creating reports and delving 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

We recognise that our people are our biggest asset, so looking after them is our number one goal! We aim to be the kind of agency where we all genuinely look forward to coming to work, somewhere that the Sunday scaries don't exist. That's why we've developed a work perks package filled with wellbeing initiatives, genuine flexibility, and meaningful learning and development opportunities that make an actual difference.

### Work/Life Balance

- Flexible working hours of 10am-3pm – the rest of your hours can be made up whenever you like!
- 12pm Friday finishes so that you can get a head start on the weekend
- Two paid extra days off for Christmas Eve and New Year's Eve, and the option to take the "Christmas Inbetwixt" as paid or unpaid leave

- An increase to your annual leave allowance after three years of service, and then every two years
- A buy and sell annual leave scheme
- Flexible working location, with fortnightly full team office days
- PerkBox subscription, with discounts and freebies from all major retailers
- Sabbatical leave after 15 years of service
- Fizz to celebrate work anniversaries and hitting Champagne KPIs
- A special something to celebrate Honest-iversary milestones at five and ten years of service
- Passion Projects – one paid day off per year to volunteer at a charity or organisation that means something to you

#### Health and Wellbeing:

- Six free counselling sessions per year
- 24/7 access to a mental health hotline with trained professionals via PerkBox
- £100 wellbeing budget to spend on something to boost your wellbeing, increasing based on length of service after three years
- Regular team wellness walks
- A paid Recharge Day to take when your batteries need a boost
- Enhanced compassionate leave policy, including a day off in the event of the death of a pet (because our furry friends are family, too!)
- Extensive health and wellness resources via PerkBox
- Free eye tests

#### Learning and Development:

- Minimum of half a day per month to spend on upskilling
- £200 budget per employee per year for paid professional development opportunities
- Personalised development plans with clear promotion paths and salary bands
- Annual performance reviews and monthly check-ins with your line manager
- Monthly lunch and learns, team knowledge shares and external guest speakers

#### Financial Support

- Increased pension contributions after three years of service
- Generous commission scheme
- PerkBox Points – extra points gifted to recognise great work via the PerkBox app
- Two weeks paid jury service
- Mobile phone, laptop, and equipment to ensure your work from home set up is up to scratch

#### Staying Social

- Annual Christmas party and awards to celebrate a successful year
- Summer socials
- Quarterly team activities



- Regular “just because” gifts!
- Team lunches and sweet treats on office days
- Virtual “Coffee Breaks” to catch up with each other – no work chat allowed!

**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.*