

Account Executive

Headline: Account Executive to coordinate meaningful communications projects for global clients

About Us

Aequitas Global is an award-winning international public policy and communications consultancy. We are a purpose-driven business made up of committed individuals based in the UK and Nigeria.

We believe in the power of words and ideas to transform lives and we work with visionary leaders across the world to enable them to build their reputation and deliver their vision.

We bring together world-class experts in strategy, politics, digital, brand, communications, and policy to work alongside clients to deliver the change they want to see.

Details

- Location: Since March 2020 Aequitas Global operates as a fully remote business, with members of the team working from home and convening for quarterly all-staff days. Staff also have access to co-working space in London which is organised independently on an ad-hoc basis.
- The role may involve some national or international travel - this was infrequent through the pandemic but may increase in coming years.
- Annual salary: £25,650-£28,000 based on experience

Job purpose

As an Account Executive you are the primary co-ordinator of client accounts, delivering high-quality research, content drafting, and administration to the client team. You will have at least one year of professional experience within Communications, PR, Politics, Public Affairs, Policy or a related field.

Main Responsibilities

Client work

- Day-to-day support of client projects by drafting a wide range of written materials (e.g. reports, press releases, briefing documents, formal letters and correspondence, credentials, proposals)
- Media monitoring and analysis on client issues
- In-depth research and analysis to support account teams to provide insight and recommendations for client strategies and activity
- Engagement with journalists and policy institutions

- Prepare client reports, supporting documentation, meeting notes and research briefs
- Coordinate client meetings and events
- Proof-read, format and edit the work of colleagues
- Administration of client projects including updating project plans and project trackers
- Support in the client reporting process, drafting monthly progress reports
- Develop an understanding of client issues through research and monitoring of relevant issues, the media and international policy debates

Business Development

- As required, support with research, analysis and the development of proposals for new business leads
- Contribute to development of new business database and lead identification
- Remain up to date with policy and news updates that may provide opportunities for the business

Key Competencies for this role

- A demonstrable interest in international affairs, politics, International Development or related fields
- Excellent written and verbal communication skills in English, including creating written content for a range of audiences
- Experience in researching complex issues, including international public policy
- Experience in or understanding of the African Union, EU, UN or other major institutions is desirable
- Interest and ability to contribute creatively to developing ideas for client campaigns
- Ability to work under time pressure to deliver high quality work to deadline
- Personal organisation to ensure deliverables are completed
- Ability to develop positive and productive working relationships with your manager, colleagues and other members of the team.

Aequitas Global provides services to a broad range of public sector and commercial clients. In all our operations we are committed to providing equal opportunities, which is demonstrated through our employment policies, procedures and practices. We believe that discrimination is unjust and unfair to individuals, groups of people and communities.

We will ensure that no one is treated any less favourably on the grounds of their race, colour, ethnic or national origin, gender, marital status or domestic responsibilities, disability, age, sexual orientation, gender reassignment, trade union activity, religious or political beliefs, poverty or social status.

Deadline for applications: 25th March 2024

To apply: submit a cover letter outlining your suitability for this role and your CV to careers@aeqglobal.com

Due to the number of applications, we will only be able to respond to those who have successfully reached the interview stage.