

WE'RE HIRING.

Account Manager

Salary: based on experience and ability

Location: Huddersfield/Halifax, West Yorkshire

FAMILY-FRIENDLY FLEXIBLE EMPLOYER

We would be prepared to consider a job share of a part-time post for a suitable candidate.



your dream job

Fourteen19[®]
ENGAGING YOUNG PEOPLE

Do you want to use your account management skills to benefit the lives of *young people?*

As an account manager for Fourteen19® your role will be pivotal in managing a portfolio of client relationships, generating new business and managing multiple projects - often at the same time. You will be the client face of our agency and instrumental in delivering teen strategies that deliver a demonstrable return on investment.

Job Description | Account Manager

We are looking for a marketing professional who can continue to take our organisation to the next level.

Based in West Yorkshire, we are one of the UK's leading youth engagement agencies with a client base of national and regional organisations including the Football Association, the Canal & River Trust and Sports Leaders UK

Your job will be to ensure that products and services that will benefit young people, engage young people.

We help organisation's promote products and services that improve the lives of young people, whether this is

through offering opportunities to volunteer or by accessing support that will improve their employability and life skills. We care passionately about improving the lives of young people and this role will play an important and rewarding role in achieving this.

We recently purchased and renovated a purpose-designed four-story office. Our new office is the centrepiece of our continued growth and provides a great place to work, helps us to showcase our unique approach and house our innovative and life-improving services.



Key Responsibilities

1. Manage a number of high profile accounts
2. Understand the strategic need of each client and how all activity fits within it
3. Oversee multiple projects on a day-to-day basis ensuring they run smoothly and achieve their potential
4. Manage and motivate Fourteen19® staff to ensure projects are delivered with agreed timescales and budgets
5. Contribute new and exciting ideas to benefit both the client and Fourteen19®
6. Maximise all opportunities to retain and grow the business value of each client without detriment to high levels of customer service
7. Build long term relationships with existing and potential clients
8. Produce regular performance reports for clients and other members of the management team
9. Work with all team members to ensure campaigns and delivered on time and within budget
10. Work with the Head of Agency in the support of new business development
11. Brief third party suppliers as required
12. Be responsible for signing off content prior to being sent to clients
13. Keep up-to-date with youth content / marketing and share this information as appropriate
14. Help mentor staff and young people to generate low-level content
15. Contribute to the update, refresh and evolution of the Fourteen19® brand and play a key role in developing content to generate new content
16. Review creative briefing documents for projects that come to the communications team.
17. Perform other duties, as agreed with the Head of Agency for publications necessary to achieve the aims of this post.

This is an office-based that will require you to spend time in meetings and briefings, as well as staying in close contact with clients. Working hours will be standard office times, however deadlines may stretch this further.



Are you our ideal candidate?

We are looking for an experienced marketing account manager with at least three years experience with an organisation involved in products and services that benefit young people.

You will have experience in a wide range of marketing disciplines including strategic planning, branding and producing campaigns, social media management, generating content, PR, online and offline advertising, market research, filming, managing events.

You will also be a person with a keen interest in all things 'youth'. As a result, you will be someone who is in tune with current youth trends and have a skill set that is equipped to deliver campaigns and activity across a wide variety of digital and offline platforms.

The person we employ will have the ability and confidence to manage a diverse range of clients. We would expect the successful candidate to be bursting with ideas and excited with the unlimited platforms at their disposal. You will relish the opportunity to work with national client and to be able to see the difference that your involvement is making.

Our commitment to the development of young people extends to our staff and we are happy for the successful candidate to be only 80% equipped for the role. As a supportive agency we will identify potential areas where you are less strong and seek to put in place a programme where they can be improved. For us, a desire to constantly challenge and improve yourself is much more important than recruiting somebody who feels that they know everything about everything from the outset.

Person Specification | Account Manager

Area	Required	Desired
Qualifications	<ul style="list-style-type: none"> Qualification at degree level or equivalent 	
Experience	<ul style="list-style-type: none"> Minimum of three years' experience working in a busy marketing environment as an account manager Ability to create take projects from brief to strategy through to delivery Deliver of campaigns across a variety of digital and offline platforms and channels 	
Skills // Abilities	<ul style="list-style-type: none"> Ability to organise work flow Able to work under pressure and to deadlines Proven ability to work creatively in a team environment Proven negotiation skills Ability to process critical feedback Strong written and oral communication skills Effective team player Keen attention to details 	<ul style="list-style-type: none"> Strategic & creative problem solving skills Ability to generate creative ideas & concepts
Client Management	<ul style="list-style-type: none"> Manage a diverse portfolio of clients and workload Deliver all activity against a detailed client strategy and delivery plan Have regular contact both in person and via telephone/Skype/email Be available to meet client when required Ensure all information required by the client is supplied in advance of deadlines 	
Marketing	<ul style="list-style-type: none"> Basic marketing knowledge Ability and experience of delivering marketing solutions to meet client objectives Ability and experience of writing client briefs and internal reports 	

Area	Required	Desired
Social Media & Digital Marketing Management	<ul style="list-style-type: none"> Produce briefs and provide all necessary information to allow strategies, campaigns, copy and other content to be produced for a wide variety of channels and platforms Have experience of producing email campaigns (including management of graphics, uploading of lists etc. Experience of producing detailed analytics and reporting on all aspects of activity 	<ul style="list-style-type: none"> Basic Adobe Photoshop knowledge amend / resize graphics etc Experience of managing advertising spend and online campaigns
Film & Image Creation	<ul style="list-style-type: none"> Experience of working on film/ photography shoots Experience of writing a shooting script for a film that meets the objectives of the client and the campaign strategy 	<ul style="list-style-type: none"> Ability to use a digital camera in order to capture content Experience of interviewing participants Experience of arranging film/photography shoots including participants, location sourcing, travel, accommodation, props etc.
Meetings & Reporting	<ul style="list-style-type: none"> Manage and attend Monthly Meetings Manage Weekly report/meetings Manage and attend Quarterly Meeting Attend Networking Events 	
Personality	<ul style="list-style-type: none"> Excellent written Confident Self-motivated and energetic Imaginative and enthusiastic Team player A person who takes responsibility all the way to project conclusion 	



Your next career step!

Get in touch!



t: 01484 250 070

e: hello@fourteen19.co.uk

w: fourteen19.co.uk

Fourteen19®
1 Coronation Street
Elland
West Yorkshire
HX5 0DF



To apply please submit your CV, PDF portfolio and a covering letter to **hello@fourteen19.co.uk** demonstrating your suitability for the post.



Fourteen19®
ENGAGING YOUNG PEOPLE