



November 2023

PR SENIOR ACCOUNT EXECUTIVE JOB SPEC

Fortitude Communications is seeking a talented and ambitious individual to join the Oxford-based PR agency.

We are an award-winning boutique PR and Marketing agency that has a roster of fantastic clients and a first-class reputation for delivering impactful communications results.

Our clients span professional services, sport, hospitality, property and charity. We deliver impactful multi-faceted communications campaigns for our clients, which require an understanding of their business and sector, audiences and the media. Our work includes PR, social media management, video production, content creation, marketing, photography, events and partnership activations.

Founded in 2017 Fortitude Communications is now looking to recruit another talented person to join the team to help fuel growth and service our clients. We are a small and close-knit team that thrives on client delivery and executing excellent content. We are looking for an experienced communications professional who wants to work in an entrepreneurial agency at an exciting stage in its journey.

If you are a talented writer, who loves the media, is inquisitive, a great content creator, has a good manner and enjoys delivering for clients we want to hear from you. We are looking for a networker, with a people first approach who is driven, has a great attitude, impeccable grammar and passion for communications.

This is a great opportunity to join an agency where you can flourish. Fortitude Communications is an energetic agency where there are no barriers to progression.

We are looking for someone who:

- Is committed to client service
- Excellent communication skills
- Is detail focused
- Can adapt to different environments and situations
- Thrives on overcoming challenges
- Is energetic and ambitious
- Love business, current affairs and the news
- Has a desire to learn

03301 331 074

www.fortitudecommunications.com

Suite 18, Innovation House, John Smith Drive, Oxford. OX4 2LJ



Your duties will include:

- Supporting the successful delivery of PR and communications programmes
- Supporting the smooth running of client accounts and the office
- Liaising with clients, media, partners and others
- Account administration
- Research and planning for news stories, campaigns, events and new business
- Pitching and placing stories in the media
- Building relationships with journalists, influencers, producers and editors
- Social media content creation, monitoring and scheduling
- Monitoring and compiling client coverage
- Monitoring all media for opportunities
- Compiling and maintaining databases
- Supporting with organising events

Job Requirements:

- Minimum of two years relevant experience
- Strong communicator, written and verbal
- Organised
- Word and Powerpoint proficient
- Driving licence and vehicle
- Solid knowledge of social media and digital media
- Strong organisational skills
- Interest in news and current affairs
- A Levels

Desirable:

- Degree
- Social media video production skills
- Digital marketing experience
- Canva proficient

We are:

- A small agency – so scope to develop quickly
- A flexible agency
- Have a great culture
- Are in a great location
- Career progression focused

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**Job Type:**

- Full-time
- Permanent
- Salary: £25,000 to £30,000pa. Depending on experience.

Benefits:

- Hybrid working (Minimum of two to three days a week in office)
- Company pension
- Free car parking at office
- Day off on birthday
- Free tea and coffee at office
- Discretionary bonus scheme

Salary dependent on experience. If you are more experienced than the above and are a great fit, we would consider applications. To apply, please submit a copy of your CV and covering letter.

Initial phone or Teams interviews will take place and shortlisted candidates will be invited to attend a formal in-person interview.

Thank you

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