

Account Director Job Description Entrepreneur & Business

About Us

PHA Media is one of the fastest growing and most dynamic PR companies in the UK, proud to have achieved an array of industry awards while delivering exceptional levels of service to many high-profile clients. Based on Wardour Street in Soho, we are an entrepreneurial, news-driven agency and we invest heavily in the career development of our people.

About the Role

We are currently looking for an Account Director to join our fast-paced Entrepreneurs & Business Department. This team works with CEOs, inspirational figures and innovators as well as their pioneering businesses. Only apply if you are excited at the prospect of building close relationships with some of the most charismatic and powerful figures in British business – and have the confidence and gravitas to achieve that.

About the Team

The Entrepreneur & Business team specialises in:

- Working with challenger brands which want to change their industry
- Producing creative campaigns that drive home messages for clients
- Bringing out the personalities of business leaders to enhance their status

You will work in a friendly and lively environment led by a senior team rich with experience in PR and journalism.

PHA Media Values

- Pride
- Credibility
- Entrepreneurial Spirit
- Collaboration
- Ambition
- Rewarding
- Fun

Role Responsibilities

Team management

- Lead, motivate and grow a group of people who support your contribution to the company.
- Provide them with constant support and feedback, aiming to develop individual career plans and helping them to progress.
- Oversee delivery of work and client relations.
- Ensure standards are maintained at all times.
- Work closely with Director of PR to ensure smooth running of accounts and progress of team.
- Flag any issues immediately.

Succession planning and recruitment

- Identify when and how individuals can grow within your team and provide the training and support required.
- Look for outside talent if and when required.
- Identify any performance related issues and flag with Director of PH/HR

Structural growth

- Create a distinct team ethos and business plan for growth and development in your sector.

- Make recommendations for any investment required and consider internal collaborations.

Commercial growth

- Record commercial results month to month, maintain awareness of how you stand in relation to targets at all times, as well as what we need to do to maintain / improve results.
- Produce plans for continuation well in advance of contract expiry.

Business development

- Develop a strong personal pipeline for your team.
- Engender a new business ethos in the team, coaching them on how and when to spot opportunities.
- Continue to improve the collateral (creds books, case studies, testimonials) we use for new business purposes.
- Work closely with Business Development team to execute effective campaigns that bring in leads.

Representing the company internally and externally

- Assume a more senior management relationship with clients, discussing issues outside of the day to day account management and looking for broader opportunities through their networks.
- Represent PHA at external awards evenings, speaking opportunities, or PHA PR initiatives. Become a thought leader in your own right.
- Find broader roles across the company where you can pass on knowledge (maybe internal training, seminars etc).
- Look for more networking opportunities at events where you can bring contacts back into PHA for new business.

About You

This is a fantastic opportunity for someone with the confidence and desire to build close relationships with business leaders, developing their profile, writing content in their name and acting as confidant and personal advisor.

You must also possess the experience and people skills to gain the confidence of a highly-motivated, talented team.

The ideal candidate will have substantial agency and account management experience, excellent written and verbal communication skills. They will be confident identifying, planning and managing the placement of strategic media coverage. They will also have good industry contacts, passion for new biz and will obsessively read and watch the media.

We look forward to hearing from people who can demonstrate energy and enthusiasm for any challenge they encounter. Keen to be involved in all manner of accounts, integrated or otherwise and develop their career in an award winning, innovative PR agency.

You might also be...

- An exceptional communicator
- Highly committed
- Results driven
- Super organised
- Passionate
- Creative
- On time
- A team player

What You Get

We offer a variety of performance incentives, a comprehensive training and development plan as well as a diverse benefits package to ensure that you are rewarded as highly as possible. We can provide more detail on this when we meet although, put simply, we believe in recognising, encouraging and rewarding talent.





















The Team

PHA people have a real love and genuine passion for the media, are driven by results and are hugely successful. We think creatively in order to differentiate ourselves, develop new approaches and deliver an outstanding level of service to all. Our success is driven by the commitment, work ethic and exceptional communication skills of our team.

Hours

Hours will be 8:30am to 5:30pm Monday to Thursday and 8:30am to 4pm on Friday.

PHA Media Staff Benefits

				
Up to 31 Days Leave plus Bank Holidays	Team Treats	£500 Birthday Bonus	10% New Business Bonus	Medicash
				
PHA Awards	Cucumber Salon Corporate Discount	Cupcake Award	£500 Holiday Bonus	Summer Event
				
Christmas Event	PHA Pension Scheme	Childcare Voucher Scheme	Eye Tests	Recruitment Incentive: Staff Referral Fee
				
4pm Friday Finish	Ideas Bank	Staff Wellbeing Initiative	Fresh Fruit delivered to the office	Local Businesses Corporate Discount