

## COUNTER CONTEXT: Account Executive

### The Opportunity

We have an opportunity for one or more Account Executives to join our team of communication professionals to work on some of the most exciting property and infrastructure projects in Sheffield, across the UK and around the world.

We are looking for someone who is confident, positive, enthusiastic and hardworking. This is an entry level position that would suit either an ambitious graduate who can hit the ground running or someone with a couple of years' experience. We particularly encourage applicants with an academic background in politics, communications science, environmental science, planning, sustainability or a humanities-based subject with a strong project management and research element. Prior agency experience would be well regarded but is not essential.

The ideal candidate for this position will demonstrate that they are highly organised and be able to work to strict deadlines under pressure. They should also have a proactive and professional approach, contributing to a positive working environment.

### Essential Requirements:

- Excellent research skills (particularly web-based).
- Excellent attention to detail and accuracy.
- Highly organised, working to deadlines with minimal supervision.
- Good communication skills, both verbally and written.
- High standard of IT literacy, particularly in MS Excel, Word and Powerpoint.
- A proactive, flexible and can-do attitude.

### Preferable:

- An interest in communications, specifically public and stakeholder engagement.
- An interest in renewable energy generation, sustainability and the low carbon agenda.
- An interest in planning and the built environment.
- A good understanding of the structures of national and local government.

### Qualifications:

- A degree or equivalent experience.

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E: [enquiries@countercontext.com](mailto:enquiries@countercontext.com)  
W: [www.countercontext.com](http://www.countercontext.com)

## The Role

Your role will involve:

- **Stakeholder database management** – keeping databases of political, business and community stakeholders up-to-date and ensuring all contact details are correct.
- **Information material copywriting** – working with the Account Managers to produce initial drafts of information materials such as community newsletters, briefing documents, website content, PowerPoint presentations and letters.
- **Event planning and support** – supporting the Account Managers with planning stakeholder events and public exhibitions. This may involve organising venues, catering, logistics, producing risk assessments etc. as well as providing support at the events.
- **Project research** – supporting the Account Managers with ad-hoc project research into key local stakeholders, industry trends and community mapping.
- **Managing project email accounts and telephone information lines** – checking project emails on a daily basis and replying to community and stakeholder enquiries. Manning project information lines and updating information line call logs.
- **Media and social media monitoring** – using our specialist software to monitor coverage of all major projects and producing weekly reports of the main issues.
- **Proofreading** – supporting the Account Managers with ad-hoc proofreading and copyediting of information materials prior to printing.

## The Offer

You will be based in Sheffield but with opportunities to visit our office in Manchester. You will enjoy a competitive salary, pension scheme and slice of our profit-sharing scheme. You'll receive plenty of coaching, mentoring and training. You'll receive a minimum of 21 days annual leave excluding Bank Holidays.

Your salary will be consistent with your skills and experience.

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## About Us

We are a fast moving, networked and ambitious agency. Every day is different. We want to have a lasting and positive impact on Sheffield and the North of England by supporting projects that strengthen our economy and communities. We work hard individually and together. Our team know how to get things done but also how to have fun. We raise money for Sheffield Children's Hospital because we care. We set out to walk 75KM in 24 hours because it sounds like a challenge. We decide to arrange a work night out in Stockholm because...well why not?

Sound interesting? Sound challenging? Sound like your potential next step? We'd love to hear from you.

## How to Apply

Please send your CV and covering email to [recruitment@countercontext.com](mailto:recruitment@countercontext.com). Please set out in your covering email why you would be well suited to this role.

The closing date for this vacancy is Friday 14 July 2017.

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