



Job Title: Public Affairs Senior Executive
Working For: Hanbury Strategy
Location: London
To start: ASAP
Salary: Competitive and dependent on experience

PA SE - Hanbury Strategy [REF: #0014]

About Hanbury Strategy

Hanbury is a strategic advisory firm that provides political analysis and insight to help businesses navigate a time of global change; manages all aspects of communications to help firms tell their story; and builds winning campaigns to help shape public opinion.

With offices in London, Brussels and Berlin, Hanbury has ambitious plans for 2021 and beyond. Described as 'one of the most exciting start-ups in the space for some years' Hanbury's communications team is fast growing and our experienced campaigners and communications professionals have advised CEOs, major investors, Prime Ministers and Cabinet Ministers across Europe.

The role

We are seeking an enthusiastic new recruit with two to three years' experience in a comparable role at a UK agency or political environment. You will have a keen interest in the media, politics and campaigns. With a solid grounding in UK public affairs, and proven experience of delivering for clients, you are now ready to leave your comfort zone and join a dynamic team at an important time in our growth.

Responsibilities will include the following:

- Acts as day to day lead on accounts, fostering positive client relationships and servicing the account to time – taking accountability for ensuring actions are recorded allocated and actioned effectively
- Contributes positively to client meetings
- Takes a leadership role with Executives, supporting their development and managing and reviewing their work on account teams
- Takes responsibility for delivery of status reports and other client reporting
- Able to undertake independent research tasks and complete them to a high quality
- Assisting with business development and takes on a role in pitches
- Takes ownership of their personal development, seeks out and pursues appropriate opportunities for relevant training

- Takes time to invest in the culture of the business and celebrate the successes of the team

About you

- Have at least two-three years of experience in a public affairs agency or in a political role - such as in parliament or for a political party
- Excited to be part of a dynamic team, working with clients from a range of industries
- Organised and capable of managing simultaneous tasks across a number of accounts
- Dedicated to producing high-quality work and going the extra mile
- Interested in politics
- Enjoy working with people with a diverse range of backgrounds and opinions
- Personable, professional and a team player.

Benefits

- 28 days' paid leave plus bank holidays, pension plan, discretionary bonus and competitive pay.
- Normal working hours are 9am - 6pm.
- Complimentary Employee Assistance Programme and Doctor Care Anywhere.
- Access to a full social and cultural calendar and employee wellness programmes - we are currently working remotely so this programme is virtual.
- A rich and diverse people development programme including fortnightly internal training sessions and a full annual programme of external trainers and inspirational speakers.

How to apply

Please send both your CV and cover letter with the subject: **PA SE - Hanbury Strategy [REF: #0014]** to careers@hanburystrategy.com should you be considered for interview, we will contact you by email within two weeks of receiving your application.

Hanbury Strategy is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of age, disability, gender or gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, colour, nationality, ethnic or national origin, sex or sexual orientation. As part of our commitment to equal opportunities, we are open to discussions about alternative working patterns or hours.