



Job Title: Public Affairs/Communications Executive

Location: London

Start Date: ASAP

Salary: Competitive

PA/Comms Executive - Hanbury Strategy [REF: 0002a]

Described as 'one of the most exciting start-ups in Public Affairs for some years' Hanbury is a fast-growth consultancy with brilliant people and stellar clients. 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.

Public Affairs and Communications at Hanbury

We are working for some of the biggest and most exciting companies in the UK and the world. Our team is what makes us unique. Our experienced campaigners and communications professionals have advised CEOs, major investors, Prime Ministers and Cabinet Ministers across Europe and have a track record of delivering victories against the odds. We use this experience to advise and guide others through their most complex and challenging problems.

Main Duties and Responsibilities

We are seeking enthusiastic new recruits with a keen interest in the media, politics and campaigns to support the team on a variety of projects.

You will work directly with colleagues at all levels of seniority within the company, giving you the opportunity to develop your skills with experienced professionals from across the worlds of politics and media. You will be involved in a range of tasks and projects which might include:

- Drafting briefing notes and background information documents
- Monitoring the media for key developments relating to clients
- Researching, analysing and collating political outputs from Westminster, Whitehall and regulators, and then ensuring these are presented in a client friendly format
- Assisting with business development and outreach work

Skills, Qualifications and Experience

- With six months to one year's experience in a professional environment, you're now looking for the next challenge
- Excited to be part of a team and work with clients from a range of industries
- Happy to be part of a small team in an exciting consultancy
- A good communicator
- Able to manage your time effectively
- Great at finding new ways to solve old problems
- Diligent with a keen eye for detail
- Dedicated to producing high quality work and going the extra mile
- An entrepreneurial approach, with the ability to think on your feet in a fast-paced environment
- Excited at the prospect of working with people with a diverse range of backgrounds and opinions
- Personable, committed and respectful.

Benefits

- 28 days' paid leave plus bank holidays, pension plan, discretionary bonus and competitive pay
- Normal working hours are 9am to 6pm with some early starts expected for media monitoring.
- Complimentary Employee Assistance Programme
- 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

To apply

Email careers@hanburystrategy.com with the subject: **PA/Comms Executive - Hanbury Strategy [REF: 0002]**, your CV (no covering letter) and answer the following questions in your email;

- Tell us about a time when you overcame a challenge/successfully influenced someone? (300 words max)
- Tell us about a time when you successfully worked in a team to achieve a result (300 words max)

Further information

- Interviews will take place via video call.
- Should you be considered for an interview, we will contact you by email within two weeks.
- We are unable to provide individual feedback at the application stage.

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.

Please let us know if you need any reasonable adjustments to be made during recruitment or in employment for reasons associated with your physical or mental health. We are committed to ensuring everyone is able to fully participate in whatever way is most appropriate for them.