

Job Title:	Consultant (entry level)
Company:	Pagoda Public Relations Limited
Location:	4 Eyre Place Edinburgh EH3 9LF
Salary:	from £15,000 pa, depending on experience
Responsible To:	Senior Consultants (various teams)
Contract :	Initially for 12 months, subject to review and extension depending on client work
Start Date:	10 January 2011

Purpose of the Job

Provide a range of public relations, project and administrative support services, including media relations, public affairs, media monitoring and research, to various account teams. There is likely to be a strong emphasis on managing community consultation programmes.

Key Responsibilities/Activities:-

Monitoring and analysis

- Keep informed about Scottish current affairs, through the media and other public outlets.
- Provide a daily media monitoring service within Pagoda, alongside other consultants, to ensure that we are up-to-date with issues that have an impact on our clients, as well as issues of general interest.

Research and evaluation

- Work to support Senior Consultants and account teams on researching new projects, issues, data as required to support their work with clients.
- Produce weekly/monthly political and media intelligence and activity reports for various clients as required (using Excel)
- Prepare, process and analyse qualitative and quantitative data as part of community consultations (using Excel)

Communications

- Prepare and edit copy for media, printed and on-line communications
- Face to face and phone communication with the public, clients and the media

Administrative and support work

- Provide support services to account teams including distributing media releases, updating media contacts database, selling in stories as required
- Event management of community consultation programmes including venue bookings, placing public notices, maintaining project timetables (using Excel or similar), arranging print and mailings, manning public exhibitions including some out of hours work
- Keeping cuttings books up-to-date and in good order

- Assisting with preparation of new business pitches and presentations, including editing and binding documents, PowerPoint proposals, etcetera
- Sharing responsibility with others for answering phones, taking messages, opening the office and providing office cover between 08.30 and 17.30hrs
- Sharing (and covering during holidays and sickness) various office admin duties others as required including mail merges, compiling databases, assisting staff with IT issues, back up for network, ordering equipment and services

This description is not intended to be exhaustive and serves as a general overview of some of the key roles and responsibilities of the post. This is an entry level post: it is expected as both the company and the role develops, so too will the range of responsibilities and tasks associated with this position.

Person specification

Candidates must have at least one year's experience of PR, consultation/planning or public affairs work in house or in consultancy as well as the following skills and attributes:

- Research and evaluation skills
- Lively mind and good grasp of current affairs
- Completely confident with various software packages including Excel, Powerpoint and Word
- Strong writing skills with 100% accuracy (spelling and grammar) and attention to detail
- Energetic and creative
- Ability to work well under pressure
- Ability to hit deadlines and juggle a varied workload
- Initiative and problem solving ability
- Flexible, happy to take on varied range of responsibilities
- Good communicator (in person, on phone and in writing)
- Professional image, well presented
- Outgoing and confident

Employee benefits

- Stakeholder pension scheme with 1% contribution in first year of service rising by 1% each year to a maximum of 5%
- All staff profit pool
- 24 days holiday plus 8 public holidays
- In-house and on the job training and mentoring
- Support for continuous professional development and education which is directly relevant to the needs of the business

How to apply

To apply, please email a copy of your current CV, along with covering letter explaining why you would be suitable for this position, to Consultancy Manager, lorna.saunders@pagodapr.com
Closing date, end of Monday 29 November 2010