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## Role: Client Manager

**Location:** Shoreditch High Street, E1 - hybrid working from home and the office

**Start date:** Immediately

**The skills we're looking for:** Client & project management, integrated campaign delivery

**Reporting into:** Client Team Director

**Salary:** Between £30 - 35k

**Apply:** Send CV and cover letter to [recruitment@givenagency.com](mailto:recruitment@givenagency.com). Tell us why Given, why this role and why you. Please put job role in subject line.

### The role

We're looking for an ambitious Client Manager to join our growing agency at an exciting time. Someone with experience working in an agency delivering integrated campaigns as an Account/Project Manager hybrid role.

You will be working with a variety of clients to deliver end to end projects that are aligned with the range services we offer: from strategy, creative concepts, communication plans and the production of key deliverables.

You'll report into the Client Team Director who will support you with career development and opportunities. You will also work with senior members of the client team on 2-3 of our core accounts and you'll get the chance to work autonomously on your own projects for smaller clients.

### Day to day

#### Account and project management – Delivering end to end projects

- Ensuring that work is delivered to brief, on time and within budget:
  - Writing scope of work documents, budget breakdowns, status & timing plans
  - Managing project finances
  - Working with internal teams to sequence and prioritise delivery
- Managing project resource - coordinating agency work streams across strategy, creative and production teams:
  - Ensuring right people are involved at the right time, incl. resource booking
  - Working with internal teams to sequence and prioritise delivery
  - Sourcing and managing third parties
  - Writing briefs and reviewing work against them

#### Managing client relationships

- Building strong, healthy relationships with clients and building an understanding of their business
- Being the first point of contact for your clients' projects, communicating confidently and holistically.

#### New business and business development

- Help grow revenue for your assigned clients by identifying and converting new briefs
- Supporting on pitches and proposals when needed

## About you

You will have experience building client relationships and enjoy owning your own projects. We're looking for someone who would describe themselves as confident, solutions focused, organised, pragmatic and hands on. Our project mix is varied - so you'd ideally be at ease managing both strategic projects as well as creative deliverables.

You will be comfortable with project documentation, managing commercials, delivering timelines and great communication with your clients. You'll also be confident about galvanising a team, bringing positive energy to bring internal teams together and make projects run smoothly.

## About us

We're Given – the agency for purpose-driven brands. Founded in 2009 to help brands and business become a force for good, we've shaped sustainability strategies, dreamt up integrated creative campaigns and built impactful brands – all with a laser focus on creating positive change in the world. Our work has helped national and international brands like IKEA, John Lewis & Partners, Nationwide, Shelter, Aviva, Trainline, Calvin Klein, Yorkshire Water, Napapijri, Tommy Hilfiger, and many others, define and execute on their brand purpose. We fundamentally believe it takes both insightful strategy and imaginative creativity to change things for good, so we have both under the same East London roof.

## Recruitment process

Our first step will be a 30 minute phone call to understand a bit more about you and why you've applied. Next, we'll invite candidates to a first round interview to get into more detail about you and the role, as well as taking a look at your experience together. The final stage will involve answering a short brief that will take no longer than a day of your time to prep. We'll ask you to come into our office (if you're comfortable doing that) to present your thinking.

## For our people

- Company bonus scheme
- Pension Scheme with Aviva - auto enrollment after 3 months of employment
- Health plan
- 25 days annual leave
- Extra day annual leave per annum after 5 years' service
- Birthday day off and a birthday meal out (to the value of £100)
- £100 working from home allowance to help your home office set up
- Interest free season ticket loan and Bike to Work scheme
- Breakfast food provided when in the office

**Given strives to be an equal opportunities employer and everyone's commitment to this process will be expected.**