
Role: Resource Manager

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

Start date: Immediately

The skills we're looking for: Traffic/resource management, agency experience, working across strategy and creative

Salary: Range between £40k-45k, to be pro rated for a 3 or 4 day week

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

The role

We are looking for an experienced resource manager who will be able to set up the process and tools to manage our resource across both the strategy and creative teams. You will work closely with team leads who are specialists in their disciplines, the client team who lead on the client projects, the operations director who needs to ensure we have the right skills and headcount to deliver against our targets and the Finance Manager to keep an eye on commercials and billable hours.

We work on 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.

Day to day

To give you an idea of what we anticipate from this person on a day to day, here is a description of some of the key tasks that you will be responsible for:

- Managing day to day workloads across strategy & creative, working in collaboration with the client team and team leads
- Introduce a resourcing tool/system/process that you can implement to deliver effective, efficient and accurate resourcing needs
- Own and manage resource requests by validating requirements and affordability based on brief and budget
- Proactively engage with teams to gain meaningful understanding of their skills, experience and aspirations, and identify the right opportunities for them
- Lead casting meetings to understand impacts to resource needs (new projects, timeline movement, etc.) and facilitate risk/issue mitigations
- Manage new business requests (pitches/proposals) planning team to work on new business and potential team to deliver if we win
- Provide accurate and insightful reporting and analysis to team leads and the leadership identifying skills gaps and making strategic and thoughtful staffing suggestions to ensure FTE recruitment or FL needs are filled with the right person at the right time at the right cost
- Identify current and potential future over/under utilisation, and work with leadership to address issues and mitigate risk
- Maintain a network of multi-disciplinary freelance contacts who can be called upon at short notice for project or pitch work
- Experience using Paprika as a resourcing tool (desired but not essential)

About you

You will have experience in resource management and have worked with strategists as well as creatives. You will be proactive in building a process that works for you and the agency, and feel motivated to make the job your own. You will be able to see the big picture and be a great communicator across all teams and leadership.

You will be comfortable working in a growing agency with ambitious recruitment plans and enjoy getting to know new people and understanding their skills. You will feel confident in your ability and are able to manage difficult resource based conversations professionally and constructively.

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.

We are growing approximately 40% year on year with a constant flow of incredibly talented, ambitious and smart people. We instill a culture based on trust, mutuality and belonging, and we strive to deliver a high performing, high support environment where everyone can thrive. We move fast, because the demand for our work pushes us to, and we aren't afraid to fail fast and keep going. We empower our employees to make decisions with no red tape and no fear of reprisal, as long as they take ownership and develop along the way.

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 half 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

- Hybrid working, with only one fixed day in the office a week
- We offer 26 days paid holiday per calendar year pro rata, plus public holidays. We also close the office between Christmas and New Year, which is in addition to your paid holiday allowance
- Company bonus scheme
- Pension Scheme with Aviva
- Health plan with SimplyHealth
- £100 working from home allowance to help your home office set up
- A tenure bonus reward after 3 and 6 years of employment
- Work from anywhere for 1 month of the year, after your first year of employment
- Access to our Given Campus for training and development needs

- Interest free season ticket loan and Bike to Work scheme
- Option and role dependent mobile phone for business and personal use (UK domestic calls only)

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