



private & confidential

Ellwood Atfield Consultant Information Pack

For further information please contact:

Jules Shelley

T: 020 7340 6485

jules@ellwoodatfield.com



Job title: Consultant / Senior Consultant

Employment: Permanent

Reporting to: Head of Interim/Permanent Practice

Location: 34 Smith Square, London SW1P 3HL

Websites: www.ellwoodatfield.com
www.ellwoodatfieldgallery.com

Ellwood Atfield is the fastest growing and most successful specialist recruitment firm within the corporate affairs space. Having grown incrementally by 20% over the past two years, and with exciting future growth plans, we are searching for talented individuals who can help to build our business, shape our story and provide an exemplary service to our customers.

We want to be *THE* Communications and Advocacy Headhunters. By delivering premium recruitment services, we aim to become the most trusted partner in our marketplace. We won't settle for anything less.

There is no one "type" of employee at Ellwood Atfield and that's one of the many reasons why we're great. We come from a multitude of professional backgrounds. Some of us love wine & cheese, beers at the local pub 'The Mog' and a spot of bowling. Others love to run marathons, climb mountains, visit the theatre, attend political debates and to travel the world. We like to encourage diversity of thought, approach and culture.

A few facts about us:

- We have an international partnership network spanning the USA, Australia, London, Brussels, France and Switzerland.
- We have hired some of the best talent in the industry, both from within the communications recruitment industry (7 from our key competition in the past 18 months), and from the PR & Communications industry itself. The Head of our Brussels office is ex-MD of APCO, a leading public affairs & comms consultancy, our Chairman is an ex FTSE 100 Communications Director. We have other Senior Consultants whose careers started in consumer & corporate PR.
- We offer the most competitive salary & benefits package within our marketplace.
- We are values driven: EA has a clear vision & values through which we conduct ourselves to ensure the highest quality service.

- We love what we do! We have a high retention rate, both because we're genuinely excited and driven by our work, and because the working environment is challenging & fun.
- We produce market-leading thought leadership and events. This includes the Women in Communications Careers Networking Group, the Association Leadership Academy, the hosting of the annual Political Awards and numerous surveys & reports. See www.ellwoodatfield.com/network-news/ for further details.
- 90% of our client base is in-house. We work with many of the leading firms and organisations within the corporate, financial, NFP and Government sectors.
- We offer weekly training and are rolling out a bespoke training & development plan for each member of staff.
- Some of the leading players in business & politics have attended our events. See ellwoodatfieldgallery.com for proof!
- We offer flexible working and a trusted, adult working environment.
- 65% of our business is retained or exclusive.

A snapshot of our clients:





What our employees say about working at Ellwood Atfield:

“At EA specifically - I’ve been surprised in a positive way by how seriously people take their work... Despite coming from a very similar company on the face of it, the difference is that consultants at EA really get under the skin of the roles they’re recruiting for and want to have intelligent, in-depth conversations with their clients and candidates” (Rachel, Principal Consultant)

“What do I enjoy most about working at EA? The network and the knowledge in the business around our sectors aligned with being a market leader. It allows me to focus on honing my skills and becoming a great head-hunter. The access to great people, roles and the knowledge of the team has really helped me develop.” (James, Consultant)

“I really like the people I work with, my work life balance, the autonomy I have working on roles, the opportunity to make lots of money, the variety of projects I get to work on. The list goes on...” (Felicity, Senior Consultant)

JOB DESCRIPTION

Objective: To deliver set revenue targets through business development and subsequent assignment delivery. To be a key person in our “One Team” prepared to go the extra mile to actively contribute to the overall growth of the business. To build a reputation for yourself in our market that others really respect.

Key responsibilities:

Budget and activity achievement

Deliver your personal fee target on a monthly, quarterly and annual basis

Culture

Actively contribute to an environment that is positive, ambitious and dynamic in a way that enhances the culture of the company

Business development

Identify, develop and win new long term profitable relationships with clients in agreed sectors

Account management

Maintain and develop relationships with existing clients and candidates via meetings, telephone calls and emails

Marketing & Brand building

Contribute to our marketing and brand development via ideas, organising events and helping with thought leadership work

Administration/management information

- Produce relevant management information
- Adhere to all administration procedures, especially with regard to our CRM system, and other company records

Person specification

Education, experience and knowledge:

- Successful track record of recruitment in PR and Communications or in another professional services environment, such as Media, Marketing, Legal or HR; or
- A successful and distinguished career within communications or public affairs
- Aptitude and enthusiasm for business development
- Ability to engage with candidates and clients at all levels and stages of their careers
- An ambitious, proactive and professional working style and attitude
- Ability to deliver high quality recruitment activity and great customer service (striving for excellence rather than compromising on quality)
- Ability to work successfully under pressure within a fast paced and collaborative team
- A team player with good interpersonal skills, able to work with all EA staff in a friendly and supportive manner
- Excellent written skills

Attributes and competencies

To be a successful member of the EA team you will need to demonstrate the following competencies:

- Drive, resilience and enthusiasm
- Client focus
- Communicating and influencing
- Problem solving and decision making
- Time and task management
- Building effective relationships
- Professional approach to work

Company benefits:

All firms have extra perks and we provide the life, death and taxes stuff very well. We like to think we're a bit special, and some of our office culture perks are included on here too, even if they're not the most serious...

- 25 days holiday per year (plus extra discretionary days over the Christmas and New Year period)
- Pension
- Flexible working options
- Private medical insurance
- Death in service pay-out
- iPhone (for work and personal calls)
- Paid for sabbatical after 5 years service
- Team celebrations - from trips abroad to the best restaurants in town, when the team hits target, the team celebrates. And even if we don't hit target, we still go for pizza
- Extra day off for the company birthday
- EA Air Mile Rewards (recently used for Mexico and Hong Kong)
- Very understanding about working from home for when your radiator breaks 3 times in a month
- We spend more on marketing than any competitor. This makes your job (and therefore earning commission) a lot easier...
- There is always a lot of fruit and normally a substantial amount of cake in the office
- A treat trolley on Fridays