



Private & Confidential

Ellwood Atfield - Trainee Recruitment Consultant Information Pack

For further information please contact:

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Job title: Trainee Recruitment Consultant

Remuneration: £23,000 - £25,000 basic salary in 1st year, plus discretionary bonus for exemplary work. You can expect to earn £35,000 - £60,000 in your 2nd year.

Employment: Permanent

Reporting to: Head of Interim / Permanent Recruitment Practice

Location: 34 Smith Square, London SW1P 3HL

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

We know there are thousands of headhunting firms out there (most of whom call themselves recruiters or executive search firms), so how do you choose which is the right one to start your career? We hope this document gives some credibility to our assertions of greatness but please do visit our website at www.ellwoodatfield.com as well and read more about us.

This is an opportunity to be part of the one of the most dynamic and progressive headhunting firms in Europe, to learn from the best and to help shape our story. Grow your career, work with market leading brands, and become a Trainee Recruitment Consultant at Ellwood Atfield, the leading communications and advocacy headhunter in the UK.

About Ellwood Atfield

We are the fastest growing specialist recruitment firm specialising in the corporate affairs industry. Having doubled in size in the past 3 years, our team of 30 consultants and support staff work with the best talent in the communications world, and with some of the most recognisable global brands.

As part of our expansion plan we are currently hiring various positions across different levels of seniority - including two new trainee recruiters. We first ran our graduate training programme two years ago, and now those hires are successful, high-billing consultants with us. We are looking to build on this success.

If you are **smart, proactive, engaging, interested in the world around you, and highly ambitious**, then we will help develop your career in headhunting so you can deliver the best results possible and make yourself (and us) a lot of money.

The Communications and Advocacy World

Communications is all about the power to make or break brands, transform and protect reputation, bring about policy changes and turn start-ups into global multi-million-pound businesses. It ensures that everyone in the business is singing from the same hymn sheet, and builds and maintains strong relationships with investors, clients, customers, governments, and regulators.

We know communications and advocacy, and we recruit every member of the communications team, from media to policy and public affairs, headhunting all the way up from junior to CEO level.



The role

We are a market leading company and are looking for the second time to bring on two ambitious Trainee Recruitment Consultants to join our team.

The **first month** will be spent shadowing one of our senior team to learn the ropes, including sitting in on candidate interviews and client briefings. You'll also support with coordinating meetings and producing content for job adverts, client reports and candidate write-ups.

For the **next 5 months** you will pick up additional responsibilities. This will range from online research to meeting with candidates to producing client material, along with developing other skills that will stand you in good stead to work on your own headhunting projects.

After the **first 6 months** you will take on more responsibility in the handling of headhunting projects, with the support you need to succeed.

Throughout your first year you will be trained in the whole recruitment lifecycle. This will enable you to develop your expertise and understanding of client and candidate management, negotiating terms, account management, marketing and business development. This breadth of work will provide a full toolkit of recruitment skills to be used as you progress your career.

We are committed to supporting you on your path to becoming a successful, high-performing headhunter, developing your skills and supporting your professional interests as much as we can.

What you get from it

- **Money** - headhunting can pay very well and at EA, we pay significantly better than any of our competitors (*see the salary and benefits section for more details*)
- **Transferable skills and development** - we like talent and have a knack for recognising it in people where they may not see it in themselves.
- **Exposure to the brightest and best people and practices of the communications and advocacy world.** There are always interesting people floating around our building and we want you to be interested in them. We run 40 events a year, with Nick Clegg, George Osborne, Laura Kuenssberg, and Ed Balls being just some of our recent guests. Not only can a career with EA be fulfilling and well-paid, but we also provide great namedropping opportunities to impress at the pub or family Christmas dinners.
- **A lively and exciting workplace** (see benefits section again for some of our extra-curricular activities).
- **Our reputation and brand on your CV.** We're well known and well liked!
- **A career you can be proud of.**

However don't just take this as gospel - instead here is a note from Emily, our first graduate trainee, about how she found the programme:

"I joined EA as the first trainee headhunter. Throughout my development the whole team were incredibly supportive and I was able to learn from individuals who really understand their industry. Over the past 2.5 years the particular highlights for me have been my colleagues and the social environment in which I work, but also the exposure it has given me to some of the most senior people in industry from almost day one. You are given all the tools to find your feet and from there it's easy to see your own progress - with the rewards being directly proportional to the work you are prepared to put in".



About you

To be successful in this role, you will:

- Be educated to degree level, with some experience in the workplace.
- Be interested and interesting. We expect you to read newspapers, keep abreast of what's going on in current affairs, business and commerce and be able to hold your own amongst some very lively and opinionated colleagues, clients and candidates.
- Have an optimistic outlook.
- Be a self-starter, hardworking and adaptable.
- Be able to juggle multiple tasks and prioritise.
- Understand the importance of teamwork - we succeed by using our collective knowledge to deliver the best possible results.
- Be personally ambitious and want to get ahead - you can make a lot of money working with us, but you have to work hard and work smart.
- Want to learn about sales, account management, influencing and negotiating.
- Want to develop lateral thinking and writing skills.
- Be quick witted, inquisitive and have/want to develop good listening skills.
- Be proactive and creative.
- Have a good attention to detail and want to go the extra mile.

Salary & Benefits:

Remuneration: £23 - 25k basic, and discretionary bonus for exemplary work.

On completing a successful first year of training, you will become a Junior Consultant and join the full EA commission scheme. We pay between 15 - 50% more than our competitors, and you can then expect to earn between £35,000 - £60,000 in your first full year as a Junior Consultant.

Hours: 9.00am to 5.30pm (however you will be expected to work the hours necessary to deliver your objectives). Please note that part of role requirement is to attend out of hours networking events as appropriate.

Other benefits:

All firms have extra perks and so 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 always the most serious...)

- 25 days holiday per year (plus extra discretionary days over the Christmas and New Year period)
- Extra day off for the company birthday
- Pension
- Flexible working options (including being understanding about working from home for when your radiator breaks)
- 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
- EA Air Mile Rewards (flight vouchers for destinations of your choice)
- We spend more on marketing than any competitor. This makes your job (and 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 from 4pm on Fridays