

Public Affairs Associate / Senior Associate Charlesbye Strategy

Charlesbye is looking for a bright, ambitious and driven individual ready to take their next career step and join our thriving public affairs team.

Founded by former No10 comms chiefs Lee Cain and Lucia Hodgson, Charlesbye is a full-service strategic communications company, providing data-driven insights that shape public opinion, manage crises, enhance reputations, and move people to action.

Named a PR Week 'one to watch', we have a client roster that includes some of the world's biggest and most exciting brands. They range from FTSEs to start ups in a wide range of sectors including health, retail and construction. Our deep political and media roots have been forged inside Downing Street and tested by the cut and thrust of some of the UK's biggest political and public health campaigns.

We're looking for ambitious individuals to join our London Bridge office who have experience in politics or public affairs, and are now looking to progress their career at a competitive and successful new agency.

Your responsibilities will include:

- Overseeing and supporting a portfolio of work for public affairs and political clients, putting an excellent understanding of Westminster and parliament to use.
- Thinking creatively and making suggestions for clients to lead the political agenda, meeting and beating client expectations.
- Working as part of a team to plan and deliver impactful political campaigns.
- Communicating with parliamentarians and researchers, identifying opportunities for clients, fostering excellent relationships and developing your own political network.
- Writing high-quality briefs, client documentation, and media material.
- Expert media monitoring.
- Supporting to plan and run events.
- Providing administrative support, overseeing processes for clients and helping to organise the public affairs team.

We're looking for candidates who:

- Understand the parliamentary processes and the political landscape, demonstrable through current responsibilities or professional experiences.
- Are organised, thorough, and able to juggle priorities as you manage a variety of different projects to tight deadlines.
- Work as part of a team, feel confident providing feedback and communicating across multiple teams and stakeholders.
- Have a passion for politics, public affairs, strategic communications, and the media.
- Have at least 2 years experience since your studies or apprenticeship, working in consultancy, parliament, politics or in-house public affairs.
- Have unparalleled written and verbal communication skills, with a precise eye for detail and willingness to go the extra mile.
- Are reliable self-starters with a positive attitude.

- Are brimming with enthusiasm, drive and a desire to succeed.

Charlesbye offers a competitive salary, discretionary annual bonus, new business bonus, 25 days holiday per year plus public holidays, an in-office collaborative environment, professional development, and client diversity.

To apply, send your CV and a one-page covering letter on why you think you would be a great hire for Charlesbye, to recruitment@charlesbyestrategy.com by Jan 3 2024.

<http://charlesbyestrategy.com>