

Senior Account Manager / Senior Project Manager

Permanent role, based in WeAreFearless' Head Office, Covent Garden

The role:

WeAreFearless are on the hunt for an exceptional client facing Senior Account/Project Manager to support the GAD to drive best practice project management across an exciting pan European Olympic multi-discipline, multi-market team. This is an award winning campaign and we want to take this to the next level now.

This person will love working in a large team and passionate about being hands on with day to day campaign management across all disciplines including creative, digital and PR. They will enjoy helping teams set and deliver detailed project plans and back timings to meet deadlines and deliverables within budget. This project involves a large number of moving parts, people and processes (and sometimes a lack of!) so finding someone who can combine the people skills, an understanding of the campaign strategy (so we stay focused) and has great experience managing complex dynamic projects will be key. As the role will require a lot of coordination with the client, account service, creative and digital/comms teams, we need someone who has an appreciation of creative minds and the creative process as well as the ability to effectively manage these deliverables and negotiate with the client on their own priorities.

It's an exciting time to join the agency as we continue to grow into our fourth year inspiring marketers with the spirit and tools to be more fearless. And this role will be key as you help us take this award winning Olympic campaign onto the next level into Tokyo2020 and beyond.

Abit about us:

WeAreFearless are a new integrated agency specializing in culture, sport and entertainment. Our purpose is to challenge convention to find opportunity and we do this through passionate partnerships, immersive experiences and entertaining content. Our proposition is boldness with backup and we believe that humans don't act if they don't care. And no caring, means no sharing. So we wanted to create a new type of agency that solves problems differently. We've been working with neuroscientists to take a more human centric and scientific approach to engagement. New tools, new models of engagement, bold new ideas. More information at wearefearless.com

Role requirements:

Working with one of the world's leading brands on a TOP level Olympic sponsorship, this candidate must be able to demonstrate the following skill sets and personal qualities.

Client Management

- Exceptional client management skills with a proven experience in building trusted relationships, managing the process of client feedback, negotiating on deadlines and deliverables when needed and ensuring everything runs according to deadline and to the agreed detail.
- Highly proficient in client communication and reporting (project plans, status reports, project timelines, budget spreadsheets etc).
- Experience working with creative, design and digital/comms teams and their creative outputs, acting as the interface between agency and client. This role will require the candidate to brief in, manage and communicate deliverables, timings and costs for the smooth running of the project.

Project Management

- Strong experience managing complex marketing projects with multiple stakeholders, work streams and deadlines and where you interfaced with clients throughout the planning and execution phases of the campaign, resulting in delivery on time, to brief, to agreed budget and to expected quality standards
- Proven track record managing similar integrated Sports Marketing projects would be ideal.
- Knowledge of project management software and tools. Sharepoint experience would be ideal.
- Problem solving abilities with a natural ability to think on your feet, remain calm under pressure, be assertive when needed and escalate issues as appropriate

WeAreFearless.

Boldness with Backup

- Logical thinker who is process driven and operationally minded

Financial Management

- Commercially astute, with experience of managing tight specs and budgets and adhering to scopes of work and financial processes – Raising of PO's, supplier invoicing, budget reconciliation etc.
- Experience of using Paprika or other account management software would be beneficial (job bags, expenses, timesheets etc)

Personal skills:

Culture and attitude are important. Our team is a close-knit, entrepreneurial group of talented, hard working and hard playing individuals and we want our new Senior Account/Project Manager to be the same.

In addition to the above, you are:

- Energetic, stimulating and challenging to work with, keen to drive things forward everyday on your own initiative
- Collaborative team player with an ability to develop relationships at all levels and across cultures
- Highly organized with a strong attention to detail and able to juggle a range of competing priorities at any one time
- A bold and emotionally intelligent individual who can be assertive and empathetic in equal measure
- A strong fit with the agency's fearless values and beliefs
- Trustworthy, reliable, confident and mature in dealings with clients, people and issues
- Additional European language skills would be beneficial but not essential

Benefits:

- WeAreFearless is an equal opportunities employer.
- 22 days holiday, plus Bank Holidays and 3 additional days off between Christmas and New Year. Accrued holiday for tenure up to 30 days pa. Buy/sell back holiday days scheme.
- Birthday day off
- Flexible working policies including 10am – 4pm core hours with 8am – 7pm flexi-time, lieu days, some working from home.
- Personal career training opportunities along with access to Fearless company-wide training programme, external thought leadership events and other developmental courses
- Staff Fearless Fund to push yourself out of your comfort zone, with activities chosen by individual staff members (agreed by management).
- Minimum 1-2 agency conferences / trips away (UK and/or international) to build a genuine sense of fearless culture and team bonding. In the past this has included white water rafting as part of a 2-day offsite team build, staying in a nice hotel, fancy dress etc.
- Discretionary bonus based on personal and business performance.
- Individual Perkbox subscription
- 3 month unpaid Sabbatical after 5 years continuous service with guaranteed job at end
- Company pension.

To apply:

Are you Fearless enough?

If you think so, please apply to hello@wearefearless.com with your cv, a short story of why you're fearless and some examples of your best project management work.