

Job Description – Account Executive

Job Title:	Account Executive
Salary:	£25,000.00 p.a.
Contract Term:	Full time
Location:	Belfast city centre/hybrid

Job details

Chambré are looking for someone with a passion for politics to join our public affairs team for Northern Ireland and Ireland. The successful candidate will join our busy Belfast office, helping us support a fantastic range of clients.

This role is a perfect opportunity for the right person to take their first steps in the exciting world of public affairs. If successful, you'll gain exposure to politicians, civil servants, senior business people and charity executives. You'll learn and develop skills in policy analysis, strategic communications and event management.

About us

Chambré is a strategic communications agency with a focus on politics, public policy and regulatory affairs in Northern Ireland and Ireland. With over 20 years' experience delivering tangible successes for clients, our work is focused on providing insight, informing policy and mitigating political risk. We tailor clients' messages and build relationships, so good ideas are heard by the right audiences, and implemented.

As an agency, we work across a broad range of sectors, from the big-picture issues that impact us all like housing, energy, and health, to specialist topics like gambling reform.

As an Account Executive, you will have the opportunity to work closely with our Directors, and learn from their extensive experience across public affairs and media relations. And you'll be able to develop your skills alongside the rest of our team as we grow the business across the island of Ireland.

Who we're looking for

Experience and Qualifications

- Educated to degree level
- Excellent research, writing and communications skills
- Experience in a political or policy role desirable, but not essential. Academic study of current political or policy issues on the island of Ireland would be advantageous.

Personal Attributes

The successful candidate will:

- Be passionate about politics and current affairs
- Have a keen eye for detail

- Be able to assimilate, analyse and summarise written material quickly
- Be comfortable giving presentations and attending networking events
- Have a strong work ethic with ability to prioritise competing demands
- Be competent and confident in the use of social media, including X and LinkedIn.
- Have good IT skills with experience of MS Office (Word, Outlook, Excel and PowerPoint).

About the Role

Political intelligence

- Contribute to the production of high-quality, tailored political intelligence reports for our clients.
- Conduct policy research across a variety issue areas/policy sectors.
- Identify emerging pieces of intelligence relevant to the business and our clients.

Public affairs

- Help to deliver proactive and reactive political engagement strategies and campaigns.
- Build and maintain good relationships with political and policy influencers, including politicians, party officers, civil servants, journalists and other relevant people.
- Attend political party conferences, information events and networking events
- Produce minutes and action notes for clients.

Internal Responsibilities

- Provide support to our research team
- Attend networking and information events on behalf of Chambré
- Contribute to Chambré blog and social media output.

Benefits

- Training and development opportunities available
- 22 days annual leave, plus usual public holidays in NI
- Hybrid working
- Time off in lieu.

Closing date

5:00pm, 7 April 2025

Application details

Applicants should send their up-to-date CV and cover letter to finn@chambrepa.com. Cover letters should clearly outline how the applicant meets the requirements set out in this job description.

For further information, please contact Finn at finn@chambrepa.com or phone at +44 (0)7597 029695