

# Consultant, Communications

As a Consultant, Communications at Ellis Jones you'll be responsible for communications that move people to solve problems, create opportunities and improve society.

- Work with leading brands on high profile initiatives
- Exercise your strategy and digital comms expertise
- Achieve measurable social impact

## Overview

Ellis Jones is on a mission to change society for the better through strategy-led communications, social innovation, digital marketing, and creative campaigns.

This is a full-time role in which strong analysis, creativity, and strategic nous are matched with demonstrated client management skills and an eye for opportunity.

Applying your competencies in strategic communications you will excel in your use of the written word to create compelling content for owned, earned and paid channels. To reach audiences at the right place and time, you deftly identify and engage with media, journalists, partners and advertisers. You bring a network of media relationships and track record of delivering creative activations attracting strong coverage. You report the insights that matter and mine them for strategic advantage.

You will work hard to understand what your clients want to achieve and their constraints, and work within these to make success happen. You'll continually be seeking opportunities where we can work to make an impact, communicating ideas, and forging new relationships.

You'll be a supportive colleague to those around you, pitching in when they need a hand. You'll take responsibility for delivering your own work to an excellent standard. You will be optimistic, creative, diligent and kind. You are ready.

You have extreme attention to detail, a passion for creative communications, and a penchant for efficient planning to manage multiple projects, concurrently. You are unflappable in the face of pressure; you thrive when the chips are down.

Importantly, you'll be supported by a leadership team and colleagues, as well as an agency collaborator network, that comprises experts with deep and broad experience. We love what we do. We work together to overcome challenges, and we celebrate achievements with our clients. The sectors we work in are growing, have complex issues to solve and have a positive impact on society. It's very good work.



## Your responsibilities:

- Leading development of marketing, communications and campaign strategies
- Securing media coverage and stakeholder buy-in for client initiatives
- Maintaining knowledge of, and agency input on, evolving communications disciplines
- Contributing to brand and campaign identity development, working collaboratively with the agency's design studio
- Contributing to market research including facilitation of focus groups, conducting interviews, desktop analysis and report writing
- Executing public relations campaigns including media relations and monitoring
- Excellent content, copy, speech, and report writing
- Client relationship management - maintaining a positive relationship with clients at all times
- Supplier relationship management - maintaining a positive relationship with suppliers at all times
- Project management - including timeline and budget management and quality control
- Maintenance of comprehensive records stored on the server and Teamwork project management system - ensuring all knowledge generated is maintained and shared
- Leading and contributing to Ellis Jones marketing activities including generating content (blogs, social, collateral) and monitoring industry developments
- Leading business development activities - including building and maintaining networks, seeking and attaining introductions and meetings with potential clients, finding opportunities to present at relevant conferences and meet ups, responding to new business enquiries, delivering proposal responses, growing contracts under management
- Other duties as directed from time to time.

## Your experience, qualifications & skills:

- Strategic marketing, communications, and campaign knowledge and skills, applied in achieving client communications and organisational objectives
- A strong social purpose evident in your work and life
- Achievement of media coverage from your work and networks; existing journalist network within our sectors or the ability to identify and develop relationships with relevant journalists and titles.
- Outstanding writing, editing and proofing skills applied in content and copy writing, strategies, reports, and proposals
- Effective use of digital communications to build measurable engagement
- An understanding of qualitative and quantitative research approaches
- Time and project management skills - ensuring all project and retained work is delivered on time, and on budget
- Confidence presenting to and engaging with clients in a manner that inspires their confidence and support for the agency
- Strong computer software skills in MS Excel, MS Word, and MS PowerPoint (Basic Adobe CS and html skills an advantage)
- At least 2 years' experience.

## Rewards and benefits:

The base annual salary range is \$60,000 - \$80,000 including superannuation commensurate with experience.

Additional benefits include:

- Flexible working arrangements to support employees to balance their personal and work life.
- Access to an Employee Assistance Program.
- Mobile phone allowance.
- Learning and development opportunities.
- Opportunity to work with a team of experts with diverse experience and interests, applying unique insights and approaches, united by systems and purpose.
- An everyday working environment that is friendly, supportive, collaborative, and positive.

## Location

The Ellis Jones office is located in a converted warehouse in Collingwood, Melbourne, Victoria.

We are accepting applications from people located in Melbourne.

## Get in touch

If this sounds like you, please send through a cover letter/email and your CV to [info@ellisjones.com.au](mailto:info@ellisjones.com.au)

*Ellis Jones is committed to building a diverse workforce. We strongly encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people from diverse cultural and linguistic backgrounds, people of all ages and LGBTIQ people.*

