

**Job Details**

<b>Job Title</b>	Trainee Media Executives	<b>Line Manager(s)</b>	TBC
<b>Salary</b>	£21,000 per annum + benefits		
<b>Department</b>	Comms Planning / Digital		
<b>Location</b>	Manchester		
<b>Hours</b>	37.5 per week	<b>Permanent or Fixed Term</b>	Permanent (6-month probationary period)

**Who are Republic of Media?**

We're Freethinkers – working with clients for the past 10 years to deliver media effectiveness and manage transformation. Born in the digital age, we are one of the fastest growing media agencies in the UK. With offices in Manchester and Edinburgh, Republic of Media is an agency with an emphasis on creativity combined with commercial focus. We specialise in communication planning, media buying, brand building, digital media and innovation.

We plan and buy advertising space on behalf of clients such as bet365, Beaverbrooks, Landsec, Cambridge Weight Plan and many others. We are a talented and fast-growing team, currently of 67 people.

**The Role**

We are looking for Trainee Media Executives to join our team. These roles are permanent, based in our Manchester city centre office, and give you a 12-18 month structured Training Programme. We offer flexible working for all staff, with a minimum three days spent in the office.

This is a full-time permanent-role training scheme for ambitious graduates or those with equivalent qualifications/experience, looking to establish a career in media planning and buying, culminating in a role as a Media Executive. You will receive on-the-job and external training and develop a range of skills to enable you to excel in this exciting industry. This scheme is a key career entry point and a significant number of the existing team began their career on the scheme.

We are looking for inquisitive and ambitious individuals, who have an interest in the media industry. You will be a concise and effective communicator, comfortable contributing in both internal and client meetings. Highly analytical, you will be numerate and capable of working with large amounts of data to a high degree of detail. A creative thinker who can deliver and communicate exciting and effective connected media plans for our clients. You'll enjoy learning how to use systems and get the best out of them.

**Job Description**

<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Using several tools and systems crucial to the media planning and buying process</li> <li>- Dealing with client and agency work alongside ongoing training requirements</li> <li>- Analysis of data from multiple sources to generate insights that feed into media planning decisions and strategies</li> <li>- Building solid working relationships with key media owners and other third-party data and tech suppliers</li> <li>- Helping manage and service our key clients</li> <li>- Sharing media updates to the wider agency</li> <li>- Helping in the creation of client media schedules, management of campaigns and performance reporting requirements</li> </ul>
<b>Deliverables / measures of success</b>	<ul style="list-style-type: none"> <li>- Confident and daily use of media planning tools and systems which successfully feed into media recommendations</li> <li>- Successful time management of multiple tasks and adhering to set/agreed deadlines</li> <li>- Creating client media schedules and documents that are client ready and error free</li> <li>- Successful completion of all set training courses and programmes</li> <li>- Excellent written and verbal communication demonstrated day to day</li> <li>- A developed foundation knowledge of the strengths / weaknesses of core media channels including but not limited to TV, press, radio, out-of-home, online display, and social media</li> </ul>

<p><b>Key requirements, technical and person</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>- A degree level qualification (or equivalent) or work experience / a demonstrable interest in the media industry</li> <li>- Close attention to detail</li> <li>- Analytical, comfortable dealing with large amounts of data</li> <li>- Able to articulate thoughts and ideas in an effective and concise manner</li> <li>- Strong written and verbal communicator, with a willingness to contribute both internally and with clients</li> <li>- Inquisitive and enthusiastic with an interest in consumer behavior and the media industry</li> <li>- Client/customer focused with an ability to get things done</li> <li>- Creative thinker</li> <li>- Innovative and passionate, you will role model the Republic of Media values</li> </ul> <p><b>Advantageous</b></p> <ul style="list-style-type: none"> <li>- Previous Media work experience</li> <li>- Previous examples of thriving in an environment with tight deadlines</li> </ul>
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**Diversity and Inclusion Statement**

Republic of Media is an equal opportunities employer, committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We actively aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply. Please advise of any reasonable adjustments that we can make to allow you to apply and at any stage in the process.

**Application**

To apply, please send your CV and covering letter outlining why you are a suitable candidate to [jobs@republicofmedia.co.uk](mailto:jobs@republicofmedia.co.uk). Please reference 'Manchester Trainee' in your email subject title.

The closing deadline for the submission of CV's is 1<sup>st</sup> July, 2022