

REPUBLIC OF MEDIA

Comms Planning Trainee at Republic of Media - Job Specification

Job Title	Comms Planning Trainee	Line Manager(s)	TBC
Salary	£22,500 per annum + bonus + benefits		
Department	Communications Planning		
Location	Manchester		
Hours	36 per week	Permanent or Fixed Term	Permanent (3-month probationary period)

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.

Who are Republic of Media?

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, The Scottish Government, Magners Cider, Whyte & Mackay, Tennent's Lager, Highland Spring, Transport for Greater Manchester, Beaverbrooks and many others. We are a talented and fast-growing team, currently of 72 people.

The Role

We are looking for a Comms Planning Trainee to join our team. This role is permanent, based in our Manchester city centre office, and will give you a 12-18 month structured Training Programme. We currently offer flexible working for all staff, with a minimum three days spent in the office. During your first 12 months, you'll be required to work from the office in Manchester, five days a week, to optimise your opportunities to learn from others in the team.

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 Comms Planning 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 advertising and 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 eventually 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.

The Benefits

As well as salary, you'll be part of a profit-linked company bonus scheme that has paid out at least 5% of annual salary in each of the last 3 years.

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Other benefits include:

- Pension (after 3 months' service, with the company matching your contribution, resulting in 10% of your basic salary being saved into the Pension scheme)
- 33 days holiday inclusive of flexible Public Holidays & the seasonal office closure
- Permanent early finish on a Friday
- Enhanced parental leave
- Holiday purchase scheme
- Private medical insurance (opt-in) plus Vitality Wellbeing at Work for all
- Fruit, snacks and great coffee
- Long service awards and a great social programme

About You

You'll have a degree level qualification (or equivalent) or work experience, or you'll have a demonstrable interest in the advertising and media industry that would make you suitable for the role. Your positive attitude, creativity and ability to communicate verbally and in writing are more important than your CV.

Application

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

The closing deadline for the submission is **Sunday 3rd November**.