

## Media Trainee at Republic of Media

### Job Specification

<b>Job Title</b>	Media Trainee x3	<b>Line Manager(s)</b>	TBC
<b>Salary</b>	£22,500 per annum + bonus + benefits		
<b>Department</b>	Communications Planning and Digital		
<b>Location</b>	Edinburgh		
<b>Hours</b>	36 per week	<b>Permanent or Fixed Term</b>	Permanent (3-month probationary period)

### 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, Cambridge Weight Plan, Beaverbrooks and many others. We are a talented and fast-growing team, currently of 72 people.

### The Role

We are looking for three Media Trainees to join our team. This role is permanent, based in our Edinburgh city centre office, and gives 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 Edinburgh 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. 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. 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 (pro rata if part time)
- 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

## Our salary bands (at Oct 2024)

	From	To	Experience
MEDIA TRAINEE/ ASSISTANT	£22,500	£24,000	Entry Level (12-18mths)
ACCOUNT EXECUTIVE BAND	£25,000	£29,500	From 1 year
ACCOUNT MANAGER BAND	£32,500	£35,999	From 2.5 years
SNR ACCOUNT MANAGER BAND	£36,000	£40,000	From 3.5 years
ACCOUNT DIRECTOR BAND	£41,500	£50,000	From 4.5 years
BUSINESS DIRECTOR	£50,000	Uncapped	From 6+ years

## Diversity and Inclusion Statement

At Republic of Media, we believe that success comes from creating a culture where our people feel they belong. Our aim is to ensure that staff are valued, respected and have an equal opportunity to succeed. Our differences make us a stronger team and we are committed to creating a workplace that is inclusive and diverse. We work collaboratively to create an environment of belonging, where everyone feels they can be themselves, and are supported to achieve their full potential.

We actively encourage applications from candidates from all backgrounds, and we welcome diversity in all its forms. We are committed to making adjustments to enable every candidate to apply and participate in the recruitment process.

At Republic of Media, we celebrate diversity and inclusion and believe this is what helps make it such a great place to work. Join us on our journey to create a workplace where everyone feels like they belong.

## 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 'Media Trainee 2024' in your email subject title.

The closing deadline for the submission of CVs is Monday 11<sup>th</sup> November 2024.