



Senior/Principal  
Associate Consultant



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The communications, policy and  
advocacy headhunter

# Headlines

**Title:** Senior/Principal Associate Consultant

**Remuneration:** Competitive package

**Job Type:** Permanent

**Location:** Westminster / Hybrid

**Role Purpose:** Associate Consultants are responsible for managing the full recruitment life-cycle, from sourcing and interviewing candidates through account management, liaising with clients, database management and networking. You'll have the learn from, and work closely with senior colleagues, have industry leading training and work with some of the exciting brands and organisations across the UK.

**Website:** [www.ellwoodatfield.com](http://www.ellwoodatfield.com)



# About us

Ellwood Atfield is the leading specialist recruitment and search consultancy operating within the Public Affairs, PR and Communications industry. We've been established for 20 years and have a hugely talented, high-achieving and collaborative team made up of 18 consultants and support staff.

Our clients are responsible for protecting and promoting the biggest brands, products, services and corporate reputations. These include multinational corporates, consumer brands, charities, regulators, think tanks and membership bodies. They influence public policy, drive economic growth and help to shape legislation.

We've built an industry-leading team of ex-practitioners and experienced recruitment experts who love what they do. We are highly values-led, with our company values feeding into every part of our business – from internal recruitment and promotion criteria through to shaping our approach to client delivery. Ellwood Atfield offers uncapped earnings, hybrid working and generous benefits.

Following our best ever year in recruitment, we're now looking to hire a number of talented new consultants to join us fantastic team. Grow your career, work with market leading brands, and help to shape the next chapter of our story...

We are looking to hire an Associate Consultant to join our busy team at our brand new office in Bloomsbury! Reporting to the Head of Practice and working alongside other senior experts within the team, the role will be responsible for leading on client delivery, sales and account management within specific vertical markets. Most of our work at this level is retained and/or exclusive and covers all levels from Managers to Senior Heads / Directors.

You will have the autonomy and support to grow your particular market area and will be well- rewarded for its' success. We're passionate about striving for excellence and delighting our customers, and we enjoy working in a grown-up, collaborative and fun environment.



# About us

## A few facts about us:

- Our remit covers policy and political communications through to internal & change communications, PR, media relations, corporate and digital communications.
- We work a hybrid module and operate core hours from our office in Bloomsbury. Other perks include free cake Wednesday, drinks trolley, free membership activities, discounted gym membership, showers on site and bike storage.
- We've hired some of the best talent in the industry, both from within the communications recruitment industry and from the PR & Communications industry itself. Our Chairman is an ex-FTSE 100 Communications Director. We have other Senior Consultants whose careers started in consumer & corporate PR.
- We offer the most competitive commission scheme in our marketplace.
- We're highly values driven. EA has a clear company vision & values through which we conduct ourselves to ensure the highest quality customer service and a great internal culture.
- We love what we do! We have a high retention rate, both because we're genuinely excited and driven by our work, and because the working environment is challenging & fun.
- We produce market-leading thought leadership and events. This includes the hosting of the annual Political Cartoon Awards, regular networking events and numerous surveys & reports.
- 95% of our client base is in-house. We work with many of the leading firms and organisations within the corporate, financial, NFP and Government sectors.
- We offer a bespoke training & development plan for each member of staff.
- We offer a trusted adult working environment with hybrid working model.
- Most of our business is retained or exclusive



# Our impressive client base

Our fantastic client base spans every sector – with recent placements made at:



Bank of England

NSPCC



gopuff



DANONE  
ONE PLANET. ONE HEALTH



Royal Mail



WWF



British  
Chambers of  
Commerce



UK  
FINANCE

GSK

# Role profile

## **Purpose of the Role:**

Senior Associate Consultants support the wider recruitment team by delivering interim/permanent recruitment services to clients from Officer/Executive to Manager level. They have demonstrable ownership of the recruitment process and are taking steps towards developing their business development and account management abilities.

## **Responsibilities of the Role:**

- Consistently meet agreed KPIs and NFI/placement targets through high-quality client delivery.
- Develop and manage an active candidate network.
- Provide an excellent service to clients & candidates alike.
- Begin to develop independent client relationships (often existing clients) from briefing stage onwards.
- Clear understanding of EA terms and conditions.
- Show an aptitude for business development and account management activities, proactively seeking leads for yourself and colleagues.



# Role profile

## **Clients:**

- Build awareness of the business in our marketplace through digital communications using appropriate social media
- Build a personal brand and reputation with clients
- Develop a strong knowledge of your practice area and advise clients accordingly
- Develop a pipeline of potential clients and create opportunities to build business
- New business development – work with senior members of the team to help turn prospects into clients
- Negotiate contracts and appropriate commercial terms
- Manage or make arrangements for the advertisement of vacancies.
- Manage and deliver excellent experiences for our clients, including the delivery of high- quality written materials
- Build relationships with clients which influence their loyalty towards us
- Developing long-term relationships and partnerships with clients by building an understanding of their structure, culture, hiring needs and preferences

## **Candidates:**

- Build awareness of the business in the marketplace through digital communications and digital marketing
- Build a personal brand and reputation with candidates
- Develop and own a process which generates a sufficient pool of candidates to place
- Headhunt potential candidates
- Interview and assessing prospective applicants and matching them with client vacancies
- Provide a strong candidate experience
- Screen candidates and compile shortlists of candidates for clients to interview
- Organise interviews and/or selection events
- Help applicants to prepare for interviews
- Maintain the candidate database and promote jobs to new and existing candidates
- Developing strong relationships with candidates
- Seek and provide feedback in a professional manner at all times to candidates and clients.

# Role profile

## Team

- Choose your attitude every day
- Know and own our business Values
- Always support colleagues where you can
- Own your own personal development
- Ensure all necessary administration, payment and aftercare services are concluded in line with company policies

## Success – How is the role measured?

- Consistently over-achieve key activity levels as agreed.
- Consistently meet and exceed NFI and placement targets.
- Continue to develop their individual “brand” both internally and externally.





# Competencies

## Knowledge – what do you need to know?

- Detailed understanding of the disciplines we recruit (e.g. IC vs. External Comms)
- Developing knowledge of industry including vertical market

## Skills – what do you need to do well?

- Demonstrable ownership of a daily, weekly and monthly plan
- Growing ability to be confident independently actioning BD/AM activities e.g. advert chasing

## Attitude – what mind set do you need?

- Contribution to wider EA objectives
- Wider contribution to the success of your team



# What you get from it

- **A structured career path** – which ensures success is rewarded with clear progression and opportunities to grow your career
- **Training** – we have access to the leading recruitment training network and will develop a personalised training & development plan to support your needs and aspirations
- **Money** – headhunting can pay well, and even very well. Our pay & reward package which pays out monthly, is uncapped and offers real rewards for great performance. We also provide great benefits including 29 days holiday (excluding bank holidays), private health cover, paid sabbaticals after 5 years of service, pension, a long-term savings plan and team celebrations & socials
- **Exposure to the brightest and best people & practices of the communications and advocacy world**
- **A lively, exciting, and flexible workplace** including fun socials, such as dinner at the Savoy and industry leading events such as the Political Cartoon of the Year Awards
- **Our reputation and brand on your CV.** We're well known and well liked!
- **A career you can be proud of**



# Next steps

If you are smart, proactive, engaging, interested in the world around you, and ambitious, then we will help develop your career in headhunting so you can deliver the best results possible and make yourself a lot of money.

We are committed to diversity and proud that, in acting for our clients, we select candidates regardless of age, disability, sex, marriage or civil partnership, race, religion or belief, pregnancy or maternity, sexual orientation, and gender reassignment.

If this sounds like you and you're interested in finding out more about current opportunities at Ellwood Atfield please email us – [recruitment@ellwoodatfield.com](mailto:recruitment@ellwoodatfield.com)