

# Inflect Partners: Account Executive

**Location:** London or Manchester (with at least 3 days a week in the office)  
**Contract:** Full-time and permanent, with a 6-month probationary period  
**Salary:** £27k

## About Us

Inflect is a fast-growing strategic communications and public affairs consultancy that delivers positive change. From helping to champion Net Zero to improving transport and connectivity across the North or making the case for investment in the NHS, we specialise in working with organisations who want to make a positive impact on policy, their community and society at large.

We are looking for an Account Executive to join our team.

This exciting entry-level role offers opportunities to gain experience across the business, supporting teams to deliver public affairs, communications, and marketing while working closely with clients across different industries

You'll gain real-life work experience and have endless learning opportunities, including working directly with our senior consultants. You'll join a friendly, supportive team and receive regular guidance to support your development through one to ones with your line manager and working with senior public affairs and communications experts.

Diversity, equity and inclusion are important to us. We welcome applications from candidates from all backgrounds.

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## Key Responsibilities

This role will:

- Support and assist the team to monitor what's happening in the news and Parliament through research and stakeholder mapping.
- Contacting politicians and their staff.
- Undertake political research - producing biographies of parliamentarians researching political interests of key parliamentarians.
- Compile internal and external updates and briefings for the team and our clients.
- Drafting communications content e.g. copy for websites, social media and newsletters.
- Administrative tasks associated with the successful running of a busy public affairs and communications team such as arranging meetings and events, updating stakeholder maps and activity logs, liaising with clients and dealing with inquiries.
- Provide general administrative support to the team, including scheduling meetings, providing research support, and preparing materials for client presentations.

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### **What We're Looking For**

- A keen interest in and good basic knowledge of current affairs and politics.
- Exceptional writing skills and a keen eye for detail.
- Excellent organisational skills – with an ability of working to tight deadlines and under pressure.
- Exceptional written and verbal communication skills.
- An interest in public affairs, politics, or corporate or membership communications.
- Strong organisational skills, with the ability to manage multiple tasks and meet deadlines.
- Knowledge of social media platforms and digital marketing trends.
- A proactive attitude, with a willingness to learn and contribute to a fast-paced team environment.

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### **What We Offer**

- A supportive, collaborative team culture that values professional growth and development.
- A chance to contribute to impactful campaigns and make a tangible difference for clients.
- Mentorship and training opportunities to develop your skills in communications, marketing, and public affairs.
- Exposure to a diverse range of industries and high-profile clients.
- The chance to work between our offices in London and Manchester and to travel as required.
- Flexible working.
- Regular socials, 25 days holiday, 5% Pension contributions, health insurance, team bonus scheme and an additional day's annual leave for your birthday.

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### **How to Apply**

- If you're passionate about communications, marketing, and public affairs and eager to make an impact in a small but growing consultancy, we'd love to hear from you!
- To apply, please send your CV and answer the following questions by 23:59 on Friday 7th February. Your answers should not be longer than 200 words per question.

- Why are you interested in this role at Inflect?
  - Tell us about a time when you've had to use your communication skills to build consensus.
  
  - Tell us about a time when you've had to manage competing demands on your time to meet a deadline.
- We welcome applications from candidates of all backgrounds and are committed to creating an inclusive workplace where everyone can thrive. To enable us to make sure our recruitment practices are inclusive we ask applicants to complete a [DEI Monitoring](#) form. This is not compulsory and will not affect your application.
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