

Job description – September 2021

Title: Social Media/PR Account Manager



Introduction:

[Bell Yard Communications](#) is a small and respected PR firm focused on crisis litigation PR and reputation management for those in the legal community. Founded in 2002 by Melanie Riley, the agency has represented high-profile clients in the world of business, media and law. We are still the only firm predominately dedicated to litigation PR in the UK and are co-founders of an international community of litigation PR specialists – the [CLCA](#). Bell Yard is regularly awarded top recognition in leading legal industry directories.

This new position has arisen due to an expanding workload and is a great opportunity for a candidate who wants to specialise in media relations around legal issues whilst utilising their well-honed social media skills for the benefit of the agency itself as well as our clients.

While our new colleague would have direct reporting lines, we are a close-knit team with a non-hierarchical approach. Following a successful probation period, the chosen candidate would increasingly receive a level of autonomy whilst continuing to have access to support and mentorship from senior level colleagues. We set ourselves high standards and are known for our discretion. We are trusted to handle extremely sensitive information - only those candidates willing to adhere to these standards will be considered.

The role is intended to be full time but part-time applications from well-qualified candidates would also be considered. We now operate a flexi-work scheme allowing for up to 40% of your time working from home if preferred.

Duties:

- **Client support** including storyline and media research, journalist outreach to a broad range of international/national press, newswires and professional/consumer magazines, arranging interviews, writing/editing copy, drafting client feedback reports, social media support, occasional client spokesperson role. The candidate will be expected to pitch-in to support colleagues during busy periods or on colleagues' client accounts as holiday cover.
- **Agency responsibilities** including ensuring website is kept up-to-date, implementing agency's intended increased social media engagement, organising occasional events, contributing to Bell Yard's blog.

Requirements:

- Intelligent, organised, efficient and professional individual with 3-5 years' agency or in-house PR experience, ideally gained within the professional services sector.
- Track record of generating media coverage, ideas generation and taking initiative.
- Demonstrable interest in the media, PR trends, City and legal issues desirable.
- Attention to detail is crucial, as is a high standard of English (written and verbal) and a strict adherence to client confidentiality.
- Personality to fit into and support small, close-knit, busy team often working on demanding, high profile projects.

Salary:

Litigation PR
Crisis Communications
Reputation Management

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- Depending on experience.



Applications

A CV and cover letter outlining reasons for your application should be sent to: Melanie Riley, at above address or to melanie@bell-yard.com.

Deadline Friday 15 Oct 2021.