

Account Manager.

Location: Live anywhere in the UK; we have (on average) 6 days per year that we require the team to be together in a London or Edinburgh office, but you have the flexibility to live anywhere in the UK.

Contract: 12 month FTC (maternity cover)

Type of role: Account management

Level: Junior (1-2 years)

Salary: £30,716- £34,556

Start date: January-February 2026

Deadline: Rolling

Restrictions: We cannot offer visa sponsorship and you must be able to work in the UK.

Privacy: Please read our Uptree job candidate privacy notice [here](#) before submitting your application.

The role

The Account Manager is responsible for managing and enhancing client relationships, overseeing account activities, and ensuring high-quality service delivery. This role involves employer email management, partnership launches, impact reporting, lead qualification, campaign reviews and partnership renewals. The ideal candidate will excel in relationship management, possess strong sales skills, and effectively handle both client interactions and event execution.

What will you achieve in the next 12 months?

- **Relationship Management:**
 - Email Management and Communications: Ensure timely and high-quality email management and communications with employers, addressing their needs and maintaining professional interactions.
 - Partnership Launch Sessions: Deliver partnership launch sessions as they are contracted, ensuring a smooth and successful start to new partnerships.
 - Enhance Relationships: Attend and enhance relationships via event attendance where applicable, ensuring client engagement and satisfaction.
 - Monthly Meetings: Lead and conduct regular meetings with employers to discuss progress, address concerns, and strengthen the partnership.
- **Data and Impact:**
 - CRM Data Management: Maintain all account details in an accurate and timely manner
 - Impact Reporting: Present updates and regularly create impact reports at the contracted frequency per employer, highlighting key achievements and outcomes.
 - Campaign Review Meetings: Conduct campaign review meetings for renewals, evaluating past performance and discussing future opportunities to ensure successful partnership renewals for managed accounts.
- **Event Management:**
 - Community Events: Oversee and deliver community events 'on the day,' ensuring successful execution and positive participant experiences.

The company

Uptree is providing young people with free experiences of work to drive equality of opportunity for all.

Company size: 1-20 employees

Female founder | Social impact | B2C | B2B | Marketplace | Education | Recruitment | Training | Diversity and Inclusion | Flexibility and wellbeing | Recognition and reward | Meaningful work | Working with great people across the UK and EEA representing 7 nationalities

Check out [our website](#) to find out more about us and our values.

Understand why we are working towards equality in early careers here:

<https://uptree.co/blog/why-we-are-working-towards-equality-in-early-careers/>

Who you are

Dealbreakers

- 1-2 years of experience in account management, partnerships or customer services
- Exceptional written and verbal communication and presentation skills
- Strong understanding of careers education, ESG, early careers outreach and relevant trends
- Strong attention to detail to maintain integrity of data
- Proactive problem solver with the ability to work independently and as part of a collaborative team

Desirable

- Experience with CRM systems (Hubspot) and data-driven reporting
- Confident public speaking
- Experienced in managing competing priorities
- Negotiation awareness and understanding of partnership retention strategies

Uptree benefits

- Macbook provided and support with home-office equipment
- One hour each month to enjoy for your mental well-being
- 28 days annual leave + flexible public holiday policy (8) + Christmas week-long closure, + increase up to 30 days annual leave with long-service after 2 years + holiday purchase scheme of up to 5 days extra via salary sacrifice
- Flexible working hours; you take ownership over how you get your work done
- Summer working hours; you finish at 1pm on Fridays each July and August
- 30 bookable "nomad working" days outside of the UK each year within the European Economic Area
- Three reviews a year using our transparent career progression framework, and personal development time
- Access to hundreds of co-working spaces in London, Edinburgh, the UK and Europe through our partner Hubble
- Live anywhere in the UK
- Enhanced Parental Leave policy, e.g. up to 17 weeks maternity full-pay after 4 years of service and up to 6 weeks paternity pay.
- Paid for eye tests yearly.
- Over 30,000 deals and discounts via [CharlieHR perks](#)
- Inclusive environment - a place where everyone's voice is heard and valued

How to apply

Applications without a covering answer will not be considered.

We're proud to have a diverse team with innovative ideas. If you are unsure whether you tick every box but think you have the skills to make an impact - please apply!

Please send a CV and **a response to these covering questions** to jobs@uptree.co:

- In your own words, tell us what makes you successful at building relationships with partner contacts and providing excellent client care. We're especially interested in how you build trust and tailor your approach to different clients.
- What motivated you to apply to Uptree and this role?

Your answer might be a short paragraph (no more than 250 words).

Our hiring process

We do all our interviews remotely and we do ask you to have camera software enabled. The process usually looks like the one outlined below – but if you make an application, we'll send you a more detailed breakdown ahead of time.

- Step 1: Initial phone call with the hiring manager. This tends to last around 30 minutes.
- Step 2: First stage interview. You'll have a virtual interview with a cross-section of our team, lasting around 45 mins to 1 hour.
- Step 3: We'll ask you to complete a skills-test. (We don't expect you to spend more than 1-2 hours on this).
- Step 4: Final stage interview - a 'meet the Leadership team' call, including a chat about your skills test and some final questions from our C-Suite team.

All of our team members are required to have an enhanced DBS check due to the nature of our business. Any information given will be treated in the strictest confidence and this is a prerequisite for joining the team. Suitable applicants will not be refused posts because of offenses which are not relevant to, and do not place them at or make them a risk in, the role to which they are applying. Uptree reimburses all associated charges.

We are an equal-opportunity employer and believe in the power of a diverse, inclusive team.

We welcome all applications from all suitably qualified people, regardless of race, sex, disability, religion/belief, sexual orientation or age.

Please let us know if you require anything which would enable your success throughout our interview process.