

# Junior Account Manager.

Location: London (Moorgate office) or Edinburgh

Start date: January 2023

Salary: £20,000-£25,000, based on experience

Details: Full time, permanent, hybrid working

Application deadline: 1 December 2022

## Overview

Are you looking to grow your skills in partnerships and progress quickly in a company with ambitious expansion plans?

As our Junior Account Manager, you will be responsible for providing support to our key corporate partners. It's a varied role with the chance to get involved in running student events, data reporting, creative writing, and website copy and design.

## Let's paint the picture for you!

Uptree was founded to put an end to inequality of opportunity, where no young person is left behind on their journey from education to employment.

We're on a mission to be the leading platform providing young people with free careers education and experiences of work to drive equality of opportunity for all.

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

## What will you do in this role?

### *Event Coordination*

- You'll work closely with our employer partners and Partnerships Managers in an engaging and proactive way, to deliver impactful and exciting industry events for our student network.
- You will lead on gathering and presenting data to our partners after events through impact reporting, to outline how we have met agreed goals.

- You will have responsibility for event administration, logistics and communications cross-team, which take place at employer offices across the UK or virtually on the Zoom platform (Please note that UK travel is required as part of this role).

#### *Content Creation and Platform Management*

- You will lead on maintaining and updating the uptree.co student platform with helpful content for our students and partners
- You will be responsible for writing engaging copy to encourage student sign-ups
- You will write blogs and interesting early careers articles
- We have plenty of room to grow, and you'll help us improve, by putting your own spin on our processes and offering your ideas!

#### *Progression*

- At Least 10% of your time will be allocated to continuous professional development. This could include learning the role, attending conferences, speaking opportunities, cross team projects, writing blogs, running skills shares, account planning workshops, social media, and Partner networking events.

## **What will you bring to the team?**

The most important thing for us is finding someone who is excited about our values and mission. Here's what we are looking for:

**Detail-orientated** – You're organised and have great attention to detail and love making sure nothing slips through the net.

**Making a difference** - We want you to bring passion to Uptree, to be genuinely excited about our mission and values, and to care about the work you are doing every day. You will want to get involved in meaningful activities that make a difference to the lives of young people.

**Commercial** - We're a passionate bunch in the Partnerships team and we go the extra mile to make sure our employers have a great experience working with us. That means we get stuff done, communicate well and think ahead.

## How will we reward you?

- **Impact** - We put young people first, change lives and make society a better place.
- **Wellbeing** - We might be biased, but our perks are pretty amazing. You'll have lots of holiday, an annual company team day, regular team socials, summer working hours finishing at 1pm on Fridays, and an extra hour off a month with a well-being budget to spend on something you enjoy doing. You also have the freedom to design your working pattern in a way that suits you best around core hours.
- **Personal Growth** - We have ambitious goals to scale our partnership operations over the next year. You'll play a key role in this as an early hire.

## How to apply

Please send a CV and a response to this question: What excites you most about working at Uptree? to either [jobs@uptree.co](mailto:jobs@uptree.co). Your answer might be a short paragraph (no more than 250 words) or a link to a recorded video, or an example of your work - be as creative as you like as long as you show genuine interest.

The most important thing for us is finding someone who is excited about this role. We want to work with the best people, no matter their background. So, if you're passionate about learning new things and keen to join our mission, you'll fit right in.

Also, qualifications aren't that important to us. If you've got great experience, even if only a tiny bit in some of the areas, and you're a team player, we'd like to hear from you.

And because we believe that diverse teams work the best, we'd especially love to hear from you if you're from an under-represented demographic.

If you would like to have an informal conversation about the role, please reach out and we'll set up a chat with the Hiring Manager.

*If you have any questions on the application process or have a disability or health condition that impacts your ability to complete this application or interview then please email [jobs@uptree.co](mailto:jobs@uptree.co). You will know what works best for you, and on reaching out we will together understand what is suitable.*

*We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or*

*expression, or veteran status and are proud to be an Equal Employment Opportunity and Affirmative Action employer.*

*Please note, all Uptree staff are required to have an enhanced DBS check as part of their role, given the nature of our business. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role to which they are applying.*