

# Job spec



JOB TITLE Senior Project Manager  
REPORTING TO Director  
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TEAM Client Services  
DATE June 2023

Hello...We are Brood.

*Welcome to our health and wellbeing creative agency.*

*We work on brands that people can truly believe in.*

*We call this Brands that Matter.*

*We won't work our magic for brands that we don't believe in or that don't do something to benefit the greater good.*

***This is Advertising for Good.***

*Does this sound like an agency that you want to work for? We are an agency that has always put its employees first with flexibility and compassion enshrined in what we do.*

***Family is the most important thing in our lives and it is at the heart of good health.***

Come and Join Us...

Brood is a small, close knit, creatively driven team and chemistry is everything. We are looking for a passionate Senior Project Manager who can embody what we stand for. Someone who can map out the journey across a wide variety of projects, connect the dots and manage things from beginning to end. A delivery expert, who always knows where we are, what will happen next and is always one step ahead of the curve. Ensuring we deliver projects on time and budget, every time and enabling our creativity to come to life.

So, what will you do?

- Plan and lead the approach on allocated projects
- Be responsible for overall delivery of projects (using Streamtime and Monday.com)
- Build relationships with internal and external stakeholders
- Create accurate resource plans and time plans to ensure effective delivery, including managing freelancers and their time
- Follow end to end sign-off and approval process throughout the lifecycle of a project
- Track the financial performance of your projects, managing out of scopes as required
- Be aware of the risks and provide solutions to mitigate them
- Manage change as required, ensuring final delivery as always achieved
- Work closely with the Account Handling and creative departments to ensure effective delivery
- Work with 3<sup>rd</sup> parties to provide services and ensure optimal delivery

So, what are we looking for? Someone who has

- Substantial experience in similar role, preferably with healthcare agency background (but not essential) and/or marketing/agency experience
- Experience of the full project lifecycle ranging from client brief through strategy, creative, digital, design, copywriting, asset creation, production and execution
- Is willing to work across all types of projects and tasks from TV advertising, radio, social media, tactical delivery
- Has strong organisational skills, with the capability to prioritise and work across multiple projects at one time
- Has strong commercial awareness

**Make it matter.**

- Is genuinely passionate about working in healthcare
- A people person with great communication skills who can influence and listen to clients and internal teams alike
- Is a logical thinker
- Has outstanding attention to detail and ability to work accurately

We genuinely have the best clients. You will work on....

Dexcom G7/G6/One - the CGM T1 and T2 diabetes - creating new campaigns that may contain tv, radio, social media ads/content, videos, sales aids, leavepieces, website and other collateral for HCPs.

EMLA UK and Europe - developing campaigns which have in the past included radio and social media, social ads, website, playbooks and CPD for pharmacists, materials for pharmacy chains and pharmacists.

Alopecia UK

Pitches and new business

Brood's House campaigns and socials

So, what do you need to join us?

A bachelor's degree (BSc) would be an advantage and a minimum of 4 years' related experience in a advertising agency or equivalent combination of education and experience.

Where we are

We have a fab office in a railway arch in Central Windsor. We offer a hybrid working week. We would consider remote working but would prefer someone who can come into the office at least 3 days a week (Tues, Weds, Thurs).

Our office hours are Monday- Friday 9am-5.30pm.

Let's talk money

Up to 35k (dependent on background and experience)| Windsor | Full time | Pension

The Good Stuff

- Never work on your birthday if it falls on a weekday
- Company pension (in which Brood will match any contribution that you make up to 5% of earnings).
- Private Healthcare - After 3 months you will be able to join our AXA PPP Healthcare private health plan should you wish to.
- Annual Bonus Scheme (December)
- 20 days holiday (plus 3 extra for Christmas and New Year - we always close)
- An additional days holiday for each year of service (max up to 5)

If you want to work in a team where everyone's opinion matters, where we believe in developing people, then pop for a cuppa (or a gin) and let's see if we are a good match.