

Senior Account Executive – job description

Are you a communications professional ready to take the next step in your career at one of the UK's leading strategic communications consultancies? At Headland, we bring together expertise across Corporate Communications, Public Affairs, Financial Communications (and more) to help our clients tell their story - clearly, credibly and with impact.

We're looking for a Senior Account Executive to join our team - someone curious, collaborative and motivated to grow as a trusted adviser, while contributing meaningfully to impactful work across a range of sectors.

About the role – key responsibilities

As a Senior Account Executive, you'll be a valued member of multiple client teams - keeping projects on track, spotting opportunities, and sharing relevant insights. You'll work across different disciplines, and your responsibilities will include:

- Monitoring media and policy developments to provide timely, relevant insight
- Drafting high-quality client materials, including briefing notes, press releases and presentations
- Leading account administration (e.g. meeting notes, coverage reports and action plans), working closely with senior team members
- Managing day-to-day press office activity and nurturing relationships with journalists
- Supporting stakeholder engagement across the public policy and investor landscape
- Contributing to pitches, proposals, and campaign development
- Mentoring junior colleagues and helping uphold strong team delivery
- Working collaboratively with colleagues from across the agency to deliver thoughtful, joined-up communications advice

Experience and attributes

We're keen to hear from candidates who bring:

- Excellent written and verbal communication skills
- A genuine interest in media, current affairs, politics and business
- Experience in a communications or media role (agency or in-house)
- Confidence managing multiple deadlines and priorities

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- A proactive mindset. Someone who spots what's needed and makes it happen
- A collaborative and supportive approach to working with others
- Comfort with digital tools for tracking and evaluating communications impact

Inclusion and accessibility

We believe diverse perspectives make us stronger, and we're committed to creating a workplace where everyone feels valued and supported. We encourage candidates from all backgrounds to apply. If you need any adjustments during the interview process, please let us know – we're happy to help.

We are proud to have been awarded full accreditation with The Blueprint. This industry-recognised programme helps talented Black, Asian, Mixed Race and Ethnic Minority communications professionals find employers committed to their growth. It also supports organisations in attracting, retaining and nurturing diverse talent. Learn more about The Blueprint here: <https://thisistheblueprint.co.uk/>