

Milltown Partners is a global advisory firm working with influential organisations and individuals on the communications and public policy challenges that define their reputations. We are looking for a Communications Analyst who is excited about starting their career in corporate and technology communications.

THE COMMUNICATIONS ANALYST ROLE

Analysts provide the research and analysis on which all our advice rests. They monitor discussion of our clients' interests among media and stakeholders. All analysts produce excellent written work for a range of audiences and channels. They make valuable contributions to internal and external meetings offering both their point of view and organisational skills.

RESPONSIBILITIES OF THE ROLE

Research and analysis: finding and drawing insights from data and evidence to inform our advice.

- Using specialist tools to conduct high quality desk research and media analysis to inform our advice to clients
- Reading a wide breadth of industry and client news and monitoring the media landscape to understand the issues clients are facing, including the views of both their critics and supporters
- Contributing to the new business process through research

Strategic thinking: identifying the goal, and implications of different courses of action, to recommend the most effective approach.

- Taking into account the client's overall objectives and core audiences to ensure work and recommendations are relevant and useful
- Participating in team discussions to develop strategic and creative thinking for clients
- Developing your own interest in areas relevant to our clients and sharing your insights with clients and internal colleagues (eg. technology, policy or venture capital)

Written and verbal communication: expressing ideas fluently and persuasively for a range of different audiences and channels

- Consistently producing rigorous, accurate and detailed work
- Drafting compelling written content and supporting the execution of significant communications moments (e.g. media briefings, frequently asked question docs)
- Learning how to tailor the style and content of verbal and written communication to different audiences and channels

- Clearly articulating recommendations and processes to implement them

Project management: planning and delivering priorities to meet agreed goals, timetable and budget

- Organising yourself and others to support the delivery of client or internal work in a timely fashion
- Taking responsibility for team administration across client and internal needs (e.g. media monitoring, agendas, scheduling calls, tracking work)
- Adapting your project management style for different audiences
- Effectively practice time management to balance priorities across clients and within projects
- Actively communicating to keep teams informed and adapt to issues as they emerge

Contributing to a collaborative and inclusive work environment

- Giving and receiving regular feedback to people at all levels in the firm
- Actively seeking input or assistance from others and reflecting their contributions in the work
- Demonstrating allyship to all colleagues
- Considering the role you can play in equitable career development to everyone in the firm

MUST HAVE SKILLS AND EXPERIENCE

- A fluent command of written and verbal English language
- An interest in reputation management and consultancy
- Excellent verbal and written communication skills
- Intellectual curiosity to develop subject matter expertise in new topics
- Ability to conduct in-depth research and translate findings into insights
- Deep interest in the power of media in storytelling
- A highly motivated team member who values collaboration
- A desire to seek out feedback in order to learn and develop
- Commitment to contributing to a supportive and inclusive culture

DESIRABLE SKILLS AND EXPERIENCES

- Professional experience in public relations is not essential, but exposure to relevant fields is valuable (e.g. public relations, corporate communications, media, policy or research) perhaps via an internship, professional or academic environment
- Curiosity and/or experience in the technology industry

WHAT WE OFFER IN RETURN

- Competitive and fair base salary determined through annual industry benchmarking
- Discretionary twice-yearly bonuses
- Professional development opportunities, with access to both expert professional coach and internal training
- iPhone 13 and Apple MacBook Air M2 chip
- 26 days annual leave, plus English Bank Holidays. In addition, we close all our offices over Christmas and New Year giving an additional 7-8 days leave a year
- 4% employer pension contribution
- Private healthcare insurance with Aviva for yourself and children
- An Employee Assistance Programme with 24/7 access to online, phone or face-to-face counselling
- Annual eye test and annual flu jab
- ClassPass membership
- Income Protection insurance
- Death in Service insurance
- 3-day week in the office hybrid policy (Monday, Tuesday & Thursdays mandatory)
- Variety of team events, such as charity socials, external speakers and firm celebrations

ABOUT US

Milltown Partners is a global advisory firm working with influential organisations and individuals on the communications and public policy challenges that define their reputations. We are an Employee Ownership Trust which means that we're fully independent and will remain so; the people who work here own the company and share in its success. We will continue to do what we've always done: take the long view, build a business aligned to our values, invest in our people and their development, and innovate to improve the quality of our advice by combining our deep sector-specific knowledge and research-driven approach.

Our clients are leaders in their field: groundbreaking technology companies and their founders; global businesses and their CEOs; prominent individuals and renowned institutions. Technology and innovation are at the heart of our business and problem-solving approach, and we root our strategies in data insights and research on the audiences that matter, messages that work, and communications channels that deliver.

DIVERSITY, EQUALITY & INCLUSION AT MILLTOWN

Creating a diverse, equitably and inclusive environment is core to our values, culture and success as an employee owned business. We want to empower everyone in the team to share their best thinking and ideas, feel valued and know they are having an impact and

belong in the business, regardless of their background, age, gender, race, religion, ethnicity, sexual orientation or disability. We have an ambitious DEI programme managed by a global leadership team of volunteers with three global company commitments to: improve representation of minority groups, enhance everyone's sense of inclusion and support underrepresented communities through pro bono work. Underpinning these commitments is a focus on what it means to have a DEI culture and how to measure that in our approach to growth, attracting talent and the impact of our work for clients.