

## **Research and Development - Account Manager**

**Neil Stewart Associates and Policy Review TV**

[www.neilstewartassociates.com](http://www.neilstewartassociates.com)

### **Can you run a £1 million public policy account?**

Neil Stewart Associates are the leading producer of public policy conferences, round tables and policy briefings providing business intelligence working with corporate, public and voluntary organisations.

Policy Review TV is one of the leading professional and specialist online TV channels in the UK.

We have a position available within the research and development team that will give experienced candidates an opportunity to apply and grow their research, development and commercial skills in an exciting and dynamic public policy environment. We are looking for candidates with strong government, communications, PR or public affairs experience; experience in education policy (schools, FE & skills, HE) is a particular advantage.

The roles include:

- Researching and developing conferences, round tables, policy briefings and Policy Review TV broadcasts within a specific area of public policy

- Creating policy rich agendas which meet senior public and private decision makers' and management audiences' information needs

- Negotiating with high-profile speakers across the public, private and voluntary sectors

- Managing client and partner relationships effectively

- Securing financial investment into established events from the public and private sectors and generating new business such as client led and sponsor driven events and broadcasts

Working in a fast-moving, constantly changing policy environment, candidates will need to be self starters.

We are looking for at least two years experience in a senior research/policy, professional organization, trade body, public sector or public affairs, conferences or communications environment. You will need to be commercially minded and possess excellent time-management skills, an ability to juggle multiple projects and strong people and communications skills. Experience of budgeting and project management would be a distinct advantage. An interest in government policy, public affairs and public policy issues is essential.

To discuss the roles please email Katrina Wright at [katrina.wright@neilstewartassociates.co.uk](mailto:katrina.wright@neilstewartassociates.co.uk) with your current c.v. and a brief covering note explaining why you think that you can make an impact at Neil Stewart Associates and Policy Review TV.

No agencies please.