

We're hiring!

H/ADVISORS
Maitland

ROLE: ANALYST



APPLICANTS ARE INVITED TO JOIN H/ADVISORS MAITLAND AS AN ANALYST

COMPANY BACKGROUND

H/Advisors Maitland is a trusted communications adviser to some of the finest companies in the world. We have the experience and ideas to advise on any business issue you might face, whether it is about growth, people or reputation. We are experts in the workings of financial markets, media, governments and regulators. Our power to inform and influence is anchored by decades of experience, data driven analysis and global reach through our international group.

We are part of H/Advisors, the leading global strategic advisory network. H/Advisors employs 1500+ consultants in 23 countries. H/Advisors provides best-in-class strategic communications advice and counsel for corporations and institutions in Europe, the Americas and Asia at their most critical moments.

THE ROLE

The Analyst position is a full-time permanent role, with successful candidates working on live client projects from day one, supporting client teams across our financial and corporate PR, capital markets and public affairs practices.

While there are no specific requirements you must meet in order for your application to be successful, bright and ambitious applicants able to demonstrate excellent written English, an interest in business and a love of news and current affairs are likely to impress.

COMPENSATION & BENEFITS

H/Advisors Maitland offers a competitive salary and benefits, including a generous bonus scheme, 25 days annual leave (plus public holidays), pensions contributions, private health insurance, permanent health insurance, death in service policy, cycle to work scheme, subsidised gym membership, annual season ticket loan and a competitive parental leave policy. Employees can also apply for an annual exchange programme at H/Advisors offices throughout the world.

Training will be provided including regular review meetings, weekly education sessions, and completion of the IR Society's Certificate in Investor Relations, an internationally recognised qualification. Employees have scope to apply for support for specialist training outside of our core offering.

We are based in state-of-the art offices in the new media quarter of King's Cross. Candidates should expect to be in the office more than 3 days a week and be based within commuting distance of London.

APPLICATION PROCESS

✉ To apply, please email maitlandrecruitment@h-advisors.global with your CV and a cover letter explaining your interest in the role.

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Along with Consultants, Analysts hold the core support role on client accounts, new business activity and assist in the smooth running of client teams. They should be energetic, organised, hardworking, reliable and have excellent attention to detail. During their training period, Analysts will rapidly develop their knowledge and understanding of "The City" and the media, attaining the base level of required knowledge in the early months of employment before seeking to deepen this further.

Analysts will be responsible for drafting work and providing accurate, thought through materials to their colleagues for review. Analysts should seek to develop working relationships with relevant client contacts, analysts and journalists to enable them to undertake their role effectively and efficiently.

THE PERFECT CANDIDATE WILL:

- Be an effective team player, keeping teams informed of workload and upcoming activity
- Contribute to a constructive working environment
- Exhibit commitment to job and colleagues, willing to go the extra mile
- Demonstrate enthusiasm for Maitland and our industry
- Act responsibly and with integrity
- Keep accurate and appropriate client and H/Advisor files, in hard copy and electronic format
- Take personal responsibility for quality and timeliness of work, completing accurate timesheets on a daily basis
- Support all client and team activity, including but not limited to:
 - Contributing to communications plans and assisting in the preparation of messaging materials e.g. key messages, presentations, scripts, press releases, Q&A, fact sheets
 - Monitoring for pertinent media coverage 7 days a week, alerting team and client as necessary
 - Creating timely, concise and well written briefing notes and media analyses and summaries
 - Update and manage new business documents and databases
 - Organise interviews and briefings

SOME OF THE RECENT ISSUES WE HAVE BEEN INVOLVED WITH INCLUDE:

- advising a multinational company on a product recall
- advising a client who was undertaking a hostile piece of M&A activity and acting as their external media spokesperson
- helping a drinks company to articulate their brand and promote their growth story to a wider audience
- helping a global company devise their first ever sustainability strategy and report
- briefing companies ahead of global climate events like COP28



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