

Want to help
shape the moments
that matter?

Acteon

Communication Consultant

Can you make an impact for clients like Co-op, Channel 4, Royal Mail and Netflix?

Acteon is an agency that creates communication and learning to help people flourish at work.

We help people make better choices, work more efficiently, be safer, embrace diversity, develop their skills – whatever it is that makes them, and their organisations, more successful. Our projects often address complex issues where an organisation needs help to find its voice and promote positive change. For example:

- We've created dynamic mobile e-learning to help Netflix engage and inspire new joiners in film and TV production roles.
- Co-op saved millions of pounds through a major change initiative where Acteon used a blended communication campaign to help 40,000 front-line colleagues adopt essential new behaviours.
- We're developing blended learning to help leaders and managers at one of the world's largest pharmaceutical companies to implement the techniques of lean manufacturing.
- With Channel 4 Television, Acteon placed a carefully designed music video at the heart of an engaging and amusing campaign to promote colleague safety.
- We're collaborating with The AA to create a dynamic new onboarding experience that will engage and motivate call centre staff and get them up and running more quickly.

We focus on the moments that matter and deliver engaging messages, campaigns and resources to influence motivation, capability and opportunity. The approach works at any scale – from mammoth to mini. At any stage of the employee journey. And right across the organisation. We help clients find the right way to connect with their audience, creating content that surprises, delights, engages and motivates them, and that helps them to act in the moment.

The role

The Consultant role at Acteon is at the heart of our work. It's a role that embraces building client relationships, understanding business needs, designing creative solutions, writing compelling copy, managing project delivery and ensuring quality. This end-to-end practical involvement in projects differentiates the way that Acteon consultants work from other agencies in our field. We know our clients value this way of working, and that it creates a stimulating and diverse working experience for our consultants.

Projects often begin with stakeholder engagement, learning design and communication planning. Our consultants learn about a client's processes, procedures, change requirements, onboarding information – whatever's relevant – and then translate those messages into effective and engaging content. We do that in a range of formats: online, video, animation, music, print, face-to-face training, and communication campaigns.

The work is collaborative – with the client of course, and also with Acteon colleagues who will include other consultants, writers, and members of our creative Studio or Digital teams. Successful outcomes depend on excellent client relationships, active project management, stringent quality control and great communication.

Where do you fit in?

Acteon consultants are an eclectic group. We're from a range of backgrounds including communications, science, medicine, TV journalism and the arts – and we value the creativity and diversity of thought that each individual brings. We're looking for a new consultant who can add their own ideas, skills and experience to the mix. How can you help us innovate and find the best ways to support our clients?

This role has some core skills:

- You're an excellent communicator
- You enjoy rapidly assimilating and interpreting new information
- You write well and can tailor your style to a range of formats and audiences
- You have the confidence to build good relationships with clients
- You manage projects effectively and enjoy organising your own workload
- You have good commercial awareness, with experience in managing project budgets
- You care that your work meets the highest standards of quality and professionalism
- You're self-motivated and you get things done.

You'll need to demonstrate all of this through at least three years of relevant professional experience.

Who we are and how we work

The company includes 18 consultants and writers, 11 studio colleagues, a digital team of 12, three marketing staff and four administrators. We also work with a network of trusted freelance writers and graphic artists. Our base is a beautifully converted Georgian brewery in central Cambridge. Beer-making stopped in 1972, but there's still a pub next door.

We work in an informal structure and keep hierarchy and management to a minimum. It's a working style that we value, and it requires colleagues to be mature, cooperative and self-directed.

We pride ourselves on the great relationships we build with clients and on our ability to exceed their expectations. Our strength is rooted in quality – the quality of our work, and the quality of the working experience. We have a strong reputation and have won multiple national awards.

What we offer

We offer the satisfaction of doing stimulating and varied work in a friendly and supportive environment. As a member of a small company you'll have a chance to influence the development of Acteon and to contribute to and share in our success.

Apply

Interested? We'd love to hear from you. Click the apply button and send us your CV along with a covering letter to explain what you'd bring to our team. Thank you.

No agencies please.

Making your application

To apply for this role, please send us:

1. Your CV.
2. A covering letter, briefly explaining your suitability for the role. Please state where you saw this post advertised.

Applications must be submitted by **17 June 2022**. Please send your application by post or by email to: **recruitment@acteoncommunication.com**

Acteon, Burleigh House, 15 Newmarket Road, Cambridge, CB5 8EG.

Following review of the applications, selected candidates may be invited to our offices for an interview or via Microsoft Teams/Zoom.

For further information, please contact us via **recruitment@acteoncommunication.com**

Acteon designs and delivers blended learning to help organisations flourish. We craft creative solutions that make a real and lasting change for our clients. We provide support for strategy & design, change communication, e-learning, blended learning, mobile, video, animations, workbooks, gamification, coaching tools and learning management.

Acteon is a multi-award winning agency with an international reputation for quality and innovation.

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