**Graduate Application Pack – 2019**

*Thank you for your interest in the Tamarindo Communications’ 2019 Graduate Programme. Over the following four pages you will find further background about the business and the Graduate Programme. You will also, we hope, gain a clearer idea about the benefits and specifics of what starting your career with Tamarindo can really offer.*

*Founded in 2010, we’ve grown fast while all the time staying true to our roots – namely to provide focused PR, communications and marketing support to the rapidly developing international renewable energy market. We like to think that the working culture we encourage is relaxed but focused, with everything that we do geared around developing long-term sustainable relationships with our growing client base.*

*Got any questions? Then get in touch with either our Client Services Director, Roland Godfrey-Davies, or Sam Jackson, Account Director. No question too silly – no question too small!”*

Adam Barber, Managing Director, Tamarindo Communications

adam@tamarindocomms.com

**Role Overview**

Following a period of sustained growth, and as part of our annual graduate recruitment programme, we are looking for another ambitious and passionate individual to join our growing team.

The role is an entry-level position with Tamarindo Communications. It is suitable for those who have graduated as well as those with previous industry experience.

Through a combination of on-the-job training, mentoring, secondments and formal instruction, candidates will develop their core commercial, public relations and marketing skills and knowledge of consultancy best practice.

The candidate will carry out a range of client facing duties as well as agency supporting functions, as required.

 **Key Tasks & Responsibilities**

* Daily liaison with colleagues, clients and the media, demonstrating strong relationship building, networking and management skills
* Daily media monitoring to include newspapers, magazines, journals, broadcasts, newswires, social media and such like
* Research, development and draft of client copy and written collateral, working in conjunction with all members of the PR team
* Promotion and active editorial discussion of client news stories and commercial development to the media, known as “selling in”
* Active management of client events, to include the assistance in developing agendas, finalising speakers, event synopses and themes and attendees
* Coordination of editorial and client photography, where necessary
* Regular, ongoing collation, analysis and review of media and editorial coverage
* Proven interest and ability to work independently and as part of a wider account team
* Preparation and delivery of client activity reports, contact reports, meeting notes and such like so as to ensure the smooth daily running of client accounts

**Key Skills & Attributes**

* Strong written and verbal communication skills
* Proven ability to manage projects to deadline
* Knowledge of marketing and brand communication techniques
* Excellent attention to detail
* Strong IT competency
* Strong interest in digital, print and broadcast media
* Demonstrable and proven interest in the media and current affairs
* Ability to develop strong professional relationships with others
* Interest in renewable energy, maritime and financial services markets preferable but not essential

### About Tamarindo Communications

**Main business:** Marketing & Communications and Consulting

Tamarindo Communications focus exclusively on solving complex communications problems that, if not addressed, present significant commercial challenges for fast growing and established firms.

Our senior team focuses on demonstrable business outcomes. This work influences individual opinions and shapes long-term behavioural change.

Our enthusiasm and experience runs deep. Our passion, insight and focus has earned us a portfolio of trusted, long-term relationships with high growth firms.

Tamarindo Communications is a part of The Tamarindo Group. Its sister business within the group is A Word About Wind – <http://www.awordaboutwind.com/>.

To find out more about working with us, visit [www.tamarindocomms.com](http://www.tamarindocomms.com) or call +44 207 100 5134.

**Application details**

**Application email:** jobs@tamarindocomms.com

**Start date details:** start date is typically August/ September, but can be flexible subject to discussion with successful candidates.

**How to apply:**

Interested in joining us? Fantastic. The process is dead easy –

1. Download a copy of our [Graduate Application Form](https://resources.tamarindocomms.com/hubfs/TC%20Content%20to%20download/Tamarindo%20Communications%20-%20Graduate%20Application%20Form%202019.docx) and fill it in, completing the trial tasks included.
2. Send a concise covering letter outlining why you’d be well suited to join our ambitious team, together with a copy of your CV and your completed application form to jobs@tamarindocomms.com.
3. We’ll aim to contact you to confirm receipt of your application, letter and CV within 24 to 36 hours.
4. The deadline for all applications to our graduate programme is **Friday 14th June 2019 at 17.00**.
5. Successful applicants will be invited to interview in Oxford.

**Fact File**

**Opportunity type:** Permanent – August/September 2019 start

**Occupational areas:** Advertising, Marketing & Communications, Consultancy

**Salary range:** Competitive

At Tamarindo Communications we offer a competitive starting salary, 25 days annual leave and a good work life balance. Office hours are 9.00 until 5.30, with the ability to work remotely and from home if and when required, after the first 12 months of employment.

The flexibility to travel both within the UK and overseas is essential. Access to the company pension scheme is available after the first 12 months of employment.

We're a fast-growing team located in the centre of Oxford.

**Location:** Oxfordshire, England