



Candidate Pack

# Let's drive impact, **together.**

Marketing & Design Executive • Hybrid • London



# About Acre



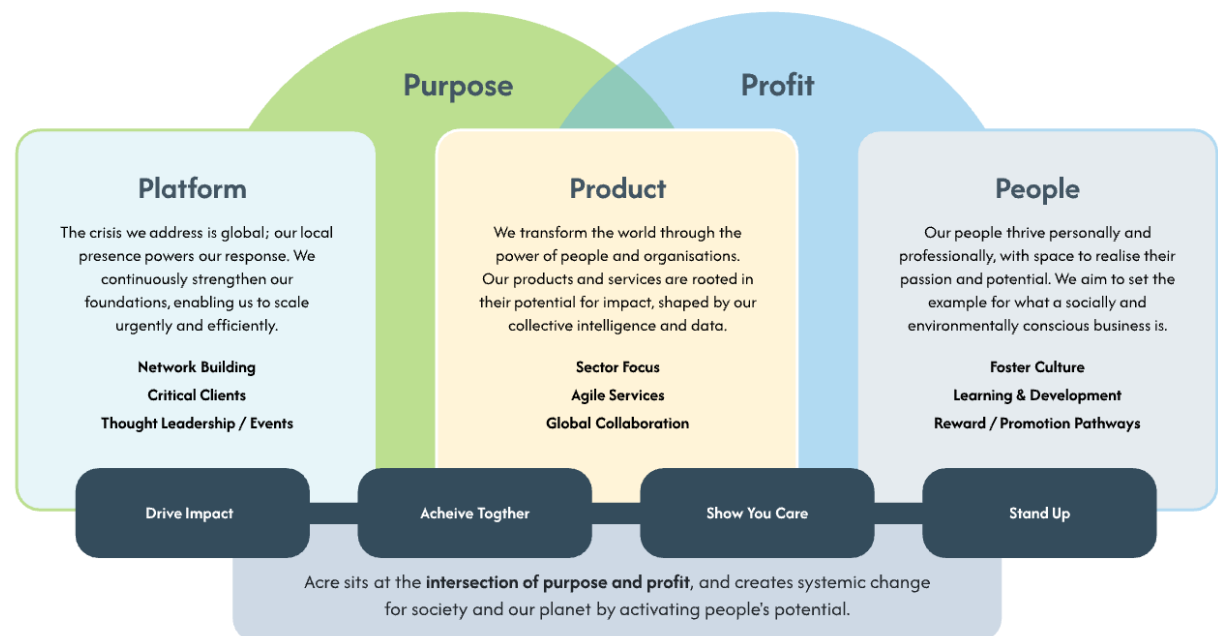
We find impact-driven leaders and match them with organizations who make a difference.

## Our Vision for Acre in 2027

We're attempting to transform the world through the **power of people and organisations**. Our products and services are rooted in their potential for impact, shaped by our collective intelligence and data.

**The crisis we address is global; our local presence powers our response.** We continuously strengthen our foundations, enabling us to scale urgently and efficiently.

**Our people thrive personally and professionally,** with space to realise their passion and potential. We aim to set the example for what a socially and environmentally conscious business is.



# About Acre



## Global Leaders

Founded in 2003 in London, Acre has grown from a boutique sustainability recruitment consultancy into an international firm delivering executive search, advisory, and leadership services.

With offices in London, New York City, Amsterdam, and Singapore, we've partnered with organisations and placed talent in more than 55 countries worldwide. **We're also a certified B Corp®.**

At Acre, we work across a diverse range of sectors where sustainability and impact are shaping the future. Our teams specialise in financial services, energy and cleantech, consumer markets, industry and infrastructure, and professional services. This breadth not only gives us access to an **extensive network of organisations and talent**, but also allows you to develop deep sector expertise while contributing to meaningful change across multiple industries.

We believe building a better world requires an army of people with diverse skillsets. We are commercially minded, but driven by impact. If you are motivated by professional and financial success, while also eager to create a lasting legacy in the areas you are most passionate about, **then you are in the right place.**

## Why this role matters

Our clients hire us to help them solve the world's most pressing **sustainability and climate challenges**. Winning and delivering these projects relies on how well we present ourselves, from our pitch decks and candidate packs to proactive thought leadership and campaigns.

**This role exists to make sure every document, presentation and piece of content that leaves our door is polished and professional.**

You'll be part of a global recruitment business with offices in London, New York, Amsterdam and Singapore, working in a team that prides itself on precision, creativity and impact. You'll collaborate closely with consultants, senior leaders and global marketing colleagues, gaining exposure to a truly international team.

Beyond this, you'll have the opportunity to partner directly with some of the world's most recognised organisations – including Amazon, Crocs, Barclays, Unilever, HSBC, Tesco and Starbucks. Together, we support these businesses in equipping their leadership teams to drive meaningful impact on some of the most pressing environmental, social and governance challenges facing the world today.



# About the role



**Your core focus will be on producing and refining business-critical materials. You'll be working closely with consultants, leadership and your fellow marketing colleagues on projects. Typical responsibilities include:**

## **Pitch & Business Development Support**

- Editing and creating high-quality pitch decks, shortlists, search updates and business development documents in Marq.
- Tailoring and designing new slides to ensure clarity, visual impact and alignment with our brand.
- Project managing the design process with good communication between stakeholders, ensuring a polished, high-quality final product.

## **Candidate Packs**

- Work with a wide range of client brands to create marketing materials that amplify an organisation's culture, mission, and value.
- Coordinating and producing bespoke candidate packs in Adobe InDesign, liaising with both internal and external stakeholders.
- Managing updates to the candidate pack library on SharePoint.

## **Client & Market Content**

- Supporting the design and formatting of thought leadership reports, benchmarking packs and content publications.
- Creating landing pages for reports and campaigns using HubSpot.
- Producing LinkedIn newsletters and graphics to amplify business activity.

## **Events & Internal Materials**

- Preparing high-quality event collateral (invitations, agendas, menus, name badges, signage).
- Providing on-site support for occasional events (setup, materials delivery, coordination).
- Supporting with internal presentations and key communications.

## **General Marketing & Admin Support**

- Proofreading and formatting a wide range of documents (Word, PowerPoint, PDFs).
- Posting jobs and content on both LinkedIn and our own website, ensuring consistency of tone and brand.
- Basic website content/formatting
- Maintaining consultant bios, email signatures and other internal materials.

This role is about project management, organisation and a keen eye for design.

### **We're looking for someone who:**

- Has exceptional attention to detail and takes pride in delivering error-free, client-ready work.
- Can quickly edit, format and refine documents while managing multiple requests.
- Is confident using Adobe Creative Cloud tools (such as InDesign, Photoshop & Illustrator).
- Understands how to make materials persuasive as well as polished.
- Communicates clearly and professionally, both in writing and face-to-face.
- Enjoys collaborating but can also work independently and own deliverables.
- Is adaptable with developed time management skills when deadlines are tight, has a good understanding of where to prioritise tasks when managing multiple projects.

### **Nice to Haves**

- Experience in a professional services, recruitment or marketing environment.
- Previous involvement in producing pitch decks, marketing collateral or client-facing reports.
- Familiarity with HubSpot, SharePoint and broader marketing tools.
- HTML/CSS basics
- Experience understanding how to balance the productivity and drawbacks of using generative AI within marketing projects.



# Application Process



## What you'll get

- A chance to directly influence how we win and deliver business in one of the most impactful sectors in the world.
- Ongoing development and support to enhance your skillset, including marketing and design tools, corporate design best practices and brand development.
- A supportive culture where every day brings variety, collaboration and new ideas.
- The opportunity to grow your career in a global firm tackling some of the biggest ESG challenges, placing leaders who will help shape the future of sustainability.

## Interview process

- Phone Screening & Skills Based Assessment
- Interview with Hollie Hodgson & Chris Smith
- Final Interview with Andy Cartland & Richard Wright

Please contact [marketing@acre.com](mailto:marketing@acre.com) with questions about this process or for clarification on any of the information in this pack.

## Role Information

- £35,000/pa salary
- Hybrid role (2 days / week in Central London office)
- Permanent Role

## Key Leadership / Interview Panel



**Andy Cartland**  
Founder & Chief Impact Officer



**Richard Wright**  
Chief Executive



**Hollie Hodgson**  
Managing Manager

Line Manager



**Chris Smith**  
Digital Marketing Manager





We look forward to working with you.



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