

UK Communications and Events Coordinator

Office Location: **Milton Keynes**

Employment Type:

Work Location: **Office/Hybrid**

**Fixed term contract
9-12 Months**

We are open to flexible working

Department: Sales and Marketing

Reporting to: **Ryan S Hill - Volaris**

Application process

Contact Ryan S Hill, Corporate Communications Director

Ryans.hill@volarisgroup.com

About Kinetic and the Volaris Group

We are the UK's leading supplier of event management and student accommodation software to the higher education sector. Our team of 75 people work out of our Milton Keynes (HQ) and Ludlow offices in the UK and from our US office, generating annual revenues of around £10m; we're growing at around 15% per annum. We're owned by Constellation Software Inc., one of the largest software groups in the world, providing fantastic opportunities for benchmarking, sharing best practice and learning.

Kinetic proudly supports 84% of UK and Irish universities, 60 universities in North America, as well as unique venues such as Lords Cricket Ground and the Merlin Group with our deep and powerful software offering. The culture at Kinetic is one of passion, drive and fun where everyone pulls together to deliver an outstanding customer experience, growth and profit.

We support personal development and build on individual strengths, providing options for career progression across our business.

Kinetic is working towards an exciting but achievable goal of growing our revenues to £25M by 2025 through innovation and the reimagining of our product set. This will not only cement our dominance as market leader in the UK but also expand our presence in international markets.

Summary

Kinetic Software is seeking a talented Communications and Events Co-ordinator on a 9 – 12 month fixed term contract with experience in organising events, communications and logistics. Kinetic Software is part of the Volaris Group, a key operating group under Constellation Software Inc. (TSX: CSU), and active acquirer of vertical market software firms.

This position will be based at Kinetic Software, a Volaris Group company headquartered in Milton Keynes, UK, and the successful candidate will report to the Volaris Group Communication Director.

Since 1996, Volaris Group has acquired and now owns 100+ software businesses in 35+ countries across 20+ verticals and is still growing rapidly.

What you'll do

Reporting to the Corporate Communication Director, the successful candidate will provide logistics and planning support for corporate events at Volaris Group, including support for Volaris Group's global employee Quadrants conference in September 2022.

This position will also assist in the delivery of key corporate communications programming, such as media monitoring, content management, public relations, and executive communications as needed.

Responsibilities

- Coordination of event logistics, including maintaining vendor relationships, event schedules and project management
- On-site support for company events and conferences
- Coordinating speakers, moderators, and event programming
- Performing research on event technologies, vendors and best practices
- Assist with media monitoring, communications programme coordination and press release distribution, as needed

Skills

- Experience of working with agencies, vendors and event venues
- Organising event schedules
- Strong communications skills working with internal and external stakeholders
- Awareness of event technologies and implementation
- Experience using tools for social / web-based listening, and providing insights
- Strong copywriting skills to produce promotional content
- Excellent organisation skills

Experience

- College or university experience in marketing, management, communications, or related work experience
- Strong attention to detail
- Experience with event logistics

- 1-3 years experience

Benefits

In return you will benefit from:

- Being part of an exciting team & working within a thrilling industry
- Performance bonus scheme
- 25 days holiday annually and public holidays in addition
- Company contribution to pension
- Excellent training and support with natural potential to develop further
- A company portal of staff benefits, which is customisable by you including private health care, life assurance, personal development, cinema tickets, wide range of discounts at retailers and much more!

Kinetic provides excellent working environments at its offices, including kitchens with free tea, coffee and refreshments. Our social committee organises activities and events. All staff have access to a flexible benefits package.

Other information

You will need to provide

- proof that you have the right to work in the UK
- a reference
- a DBS check