

Marketing Co-ordinator

Full Time / School Hours

Salary - £25,000 to £35,000 dependant on experience (pro-rata if part-time)

Established in 1868, Kingerlee has been providing high-quality buildings in Oxfordshire and the surrounding counties for five generations. We are a family firm with great values and a forward-thinking, energetic approach. We have a passion for construction and thrive on high quality, challenging projects.

Our experience is wide-ranging and includes independent schools, luxury bespoke private homes, university and college projects, hotels & leisure schemes. We believe that we have an enviable track record in new build, conversion, and restoration projects, large and small. We operate in Oxfordshire and the surrounding counties. Supported by an established supply chain and our experienced workforce, we have the skills to undertake all types of building projects up to £35 million.

We are now looking to recruit a Marketing Co-ordinator. This will be based at our head office in Kidlington and may also include some travel to construction sites in the Oxfordshire area.

What you'll do

You will be responsible for marketing initiatives and enhancing the company's brand presence through social media, the company websites, and corporate events. In collaboration with the Business Development Manager, you will lead Kingerlee's marketing strategy, developing marketing campaigns, internal and external communications, creating content, and maintaining the company's websites and social media platforms.

This will include:

- Managing the creation and distribution of marketing materials, including brochures, newsletters and project case studies.
- Creating social media posts
- Managing and coordinating improvements to websites.
- Creating marketing campaigns.
- Monitoring & reporting on market trends and competitors.
- Assisting with tender submissions and presentations.
- Assisting with community engagement tasks as per our ESG Action Plan.
- Hosting monthly marketing meetings.
- Visiting sites to gather content for communications.
- Liaising with stakeholders across the company.
- Performing appropriate additional tasks, as required.

What you'll need

- At least 2 years' experience in a marketing role.
- Proficiency in design software like Adobe Creative Suite (Photoshop, InDesign).
- Organisational skills to manage multiple projects and deadlines efficiently.
- Attention to detail for proofreading content and ensuring accuracy in marketing materials.
- Creativity for developing innovative campaigns and content.
- Excellent written communication.
- Digital marketing proficiency in managing social media platforms, websites, and email campaigns.
- Time management to handle competing priorities and deliver tasks on schedule.

- Collaboration skills to work effectively with the pre-construction team and other stakeholders across the company

Bonus points

- GCSE English C/4 or above.
- Experience in business to business or service marketing.
- A relevant marketing qualification or a writing-based degree such as English, Journalism or History.
- Experience in the construction industry.

Why work for us?

- We value **work/life balance**. That's why we offer a generous starting annual leave entitlement of 25 days plus bank holidays, with the entitlement increasing further with long service. We also offer ten weeks' full pay for maternity / primary adopter leave, full pay for paternity leave, and have a sabbatical policy and paid compassionate leave.
- You'll get **financial benefits**, including a substantial 6% employer contribution to your pension (you must contribute at least 4%), and coverage by our group life insurance at 4 x your salary, from day one, at no cost to you. You can also choose to participate in our Tusker salary sacrifice car scheme, allowing you to make huge savings on leasing a brand new hybrid or electric car.
- We are committed to supporting the **health and wellbeing** of our people. We'll pay for private medical insurance for you and your partner, with children able to be added at a low cost. We're corporate supporters of Lighthouse - The Construction Industry Charity, who offers a free 24/7 helpline for construction workers and their families in crisis. 6% of our employees are trained Mental Health First Aiders available to sign post those in need to professional support. We also have an Employee Assistance Programme, which offers free support and advice, including counselling and legal advice.
- We encourage the **development and career progression** of our people. Our employees are entitled to at least 6 days' paid development every year. To support this we make substantial investment in internal and external courses and pay for professional memberships. 10% of our employees are completing apprenticeships or sponsored degrees and we offer mentoring and coaching programmes to all. We're rolling out development plans for every employee in the company, and are aiming to promote at least 10% of our headcount each year. You will also have regular 1:1s with your manager, have access to an online Learning Management System and receive annual performance reviews.

Equity, Diversity and Inclusion

This job, as with all of our vacancies, is open to everyone, regardless of age, disability, gender reassignment, marital status, pregnancy or maternity, race, religion, sex or sexual orientation. We want and need a variety of voices and perspectives at Kingerlee. We know that sometimes people in marginalised groups are less likely to apply if they don't feel they meet 100% of the job criteria. If this is you, and this job sounds like something you'd enjoy doing, please apply anyway: we'd love to hear from you!

If you have any special requirements or needs for attending an interview, please let us know when you submit your application. We will only use this information to make necessary adjustments; it will not factor into any decision-making.

How to apply

We'd like the successful candidate to start as soon as possible. Applications will close on 31st October and interviews will be held in December. Please note that candidates who are invited to interview will be sent a short, marketing-related task to complete prior to attending. To apply please email your CV to recruitment@kingerlee.co.uk.