

Part-time Officer Responsible for Communications

About us

[Future for Religious Heritage](#) (FRH) brings together people and organisations who want to save and protect Europe's religious heritage. We are a not-for-profit association and are non-religious. With members in the NGO and business sector, universities, religious organisations and local and national governments, FRH provides a European-wide platform for cooperation, exchange of ideas and knowledge. Our office is based in Brussels, in the middle of the European quarter. It now has 4 people staff supported by dedicated and passionate volunteers. FRH's governing body is the Council, which currently has 11 members.

Job Purpose Summary	Maintaining and further developing the communication of the organization; General support of activities and administration.
Based at	FRH office in Brussels, Belgium
Reporting to	Executive Officer
Working hours	Part-time 16-20 hours per week (working days to be confirmed)
Salary	To be confirmed

Key responsibilities

- Support the aims and activities of FRH through relevant communication and PR actions
- Planning and implementing of the communication strategy using online and offline platforms
- Creating dynamic content both for our members as well as external audiences
- Monitoring the field of religious heritage and cultural heritage; researching news items from the web and from FRH members from around Europe
- Updating and developing the website (run on Wordpress)
- Updating and developing social media including Twitter and Facebook
- Producing a monthly Newsletter
- Producing other communication output, such as press releases, targeted mails, folders, etc.
- Where needed provide support to the Council and the Executive Officer both in the field of communication as well as administrative tasks
- Where needed reply to queries and represent the organisation towards members and non-members

Skills and personality

- Relevant field of study and prior work experience is essential
- Excellent written and spoken English and French is essential, Dutch and other additional languages are of value
- Able to distinguish and relate to the different target groups, and to tactfully treat sensitive topics
- Proficiency working with MS Office and social media is essential; Experience working with Wordpress, Mailchimp, and other cloud applications, Adobe and presentation programmes is of value; Knowledge of InDesign (or similar programmes) and design skills is a plus.

- Inter-personal skills and experience working in an international context is of great value
- Clear interest in religious heritage, a European cultural network and/or working for a NGO
- Self-driven with a positive outlook, and a clear focus on high quality, creativity and flexibility
- Able to respond to urgent issues when needed; Willing to travel within Europe on occasional basis

Why work for FRH

- You will help move the field of religious heritage forward
- Support and co-develop the functioning of a European-wide membership-based network
- Work at an international level on a wide variety of European projects
- Work place located near the EU institutions and with other heritage organisations
- Quickly developing organisation with possibility to give your own ideas and input, ensuring its future success
- Possibility to attend relevant events and meetings insofar as taking place
- Possibility to travel for our events and conferences
- A very interesting place to work

DEADLINE: 19th March (midnight)

Please send your covering letter and CV in English to vacancy@frh-europe.org with “**Responsible for Communications**” in the subject line.

Questions can be directed to Sandra Coumans

We look forward to hear from you!

www.frh-europe.org