

COMMUNICATION OFFICER preferably English native speaker

JOB DESCRIPTION

Terms and conditions

38 hours per week

Temporary contract, from 01/11/2017 to 31/10/2019

Reporting to

Executive Officer of FRH

Based

FRH Office – 67, rue de Trèves - 1040, Brussels, Belgium

About us

[Future for Religious Heritage](#) (FRH) brings together people and organizations 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 3 staff members supported by dedicated and passionate volunteers. FRH's governing body is the Council, which currently has 11 members. FRH is one of the 35 organisations which have been selected by the European Commission to participate in the implementation of the European Year of Cultural Heritage in 2018.

Job purpose summary

The post-holder will be responsible for maintaining and further developing the communication of the organization.

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 and sourcing original content from FRH members
- ✓ Updating and developing social media including Twitter and Facebook
- ✓ Producing a monthly Newsletter with interesting articles and relevant news
- ✓ 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
- ✓ At least 3 years working experience in the field
- ✓ Perfect command of English, preferably native speaker. Language skills in addition to English are a plus
- ✓ 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. 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
- ✓ A very interesting place to work

Deadline

Please email your CV and a personal letter in English to pierre.heriard@frh-europe.org with “**Communication officer**” in the subject line, by **Friday 08/09/2017** at the latest

For questions contact pierre.heriard@frh-europe.org