

Job vacancy - part-time communications consultant

The Alliance of Religions and Conservation (ARC) is a secular charity that works with all the major faiths of the world to help them develop environmental programmes based on their own beliefs, practices and teachings.

We have a part-time vacancy in our communications team at our office in Kelston, Bath, for a highly motivated, enthusiastic and hard-working person who will fit well into our small but friendly team. You don't have to come from a position of faith yourself but you will sympathise with ARC's aims and, ideally, have an understanding of faith and environmental issues.

As well as helping keep our website (www.arcworld.org) updated, producing newsletters and undertaking research, the job involves handling press enquiries, promoting ARC's aims, undertaking some office admin tasks, and helping prepare for a major ARC event in Assisi, Italy, this November.

The successful candidate will have:

- Excellent writing skills;
- Proven journalistic experience;
- Excellent communication and interpersonal skills;
- Good research skills;
- A fanatical eye when it comes to accuracy and detail;
- Good technical skills (we use Apple Macs);
- An ability to handle and prioritise a variety of tasks;
- Preferably experience writing press releases and dealing with the media;
- Preferably design/layout experience;
- Some flexibility about days worked.

This is a part-time freelance post for 100 days a year (approximately two days a week) on a daily rate based on £18,000-£23,000 pro rata, depending on experience.

You will be available to start on September 9. You must also be available to attend our Assisi event from October 28 to November 3.

Send your CV and a covering letter to Pippa Moss at arcworld@arcworld.org.

Closing date: Friday 12 August 2011.

Interviews will be held in Kelston, Bath, on August 22 and 23. Invitations to interview will go out by August 16.