

Recruitment 2020 – A Rocha France / Domaine des Courmettes

Background:

A Rocha France, a Christian charity engaged in protecting nature and the environment, and its partner organization ARFI, are recruiting. The following posts will benefit the charity, whose objectives are to care for creation through practical conservation and inspire ecologically sensitive lifestyles, particularly among Christians and as modelled through our centres, such as Les Courmettes.

The people recruited will share the values of A Rocha (www.arocha.fr) and form part of a team of around 10 permanent staff members. A good command of French (spoken and written) is desirable. A strong commitment to environmental concerns is essential.

The posts to be filled are all based at the charity's head office at the Domaine des Courmettes, 06140, Tourrettes sur Loup (www.courmettes.com), in the South of France, although remote working may be possible for some tasks. The people recruited may live on-site but must be willing to participate in community life – with both its advantages and constraints – and have a heart for welcoming visitors, interns and volunteers.

Person specifications (couples may be accepted for certain posts)

1. Accounts and Administrative Assistant
2. Communications and Supporter Relations Officer
3. Events Coordinator (weddings and hosting events)
4. Groups and Training Coordinator
5. Buildings Manager (maintenance and supervision of contract workers)

1. Accounts and Administrative Assistant

We are looking for someone to work full-time to support our accounting and administrative tasks. Experience in the use of Quickbooks is helpful but not essential, as training will also be provided; and he/she must have a basic knowledge of management accounting. The candidate will work under the direct supervision of the CEO and will receive additional support from a professional accountant. This post may suit someone looking for training in accountancy, someone bringing experience from a business context or someone thorough and ready to learn.

2. Communications and Supporter Relations Officer

The post-holder will be responsible for establishing and developing relationships with supporters and building a strong donor base. He/she will help to set up a network of A Rocha ambassadors in France who can help share our work and vision, in particular among churches and Christians.

3. Events Coordinator (seasonal post for May/June to August/September)

Every summer we welcome numerous groups who visit Les Courmettes for seminars, work placements or holidays under the theme of 'faith and ecology'. We are looking for a coordinator for May/June to August/September to help manage the logistics – coordinating the different people involved in hosting the events, planning

shuttles to transport guests, coordinating volunteers to help with the various tasks – all to ensure that the visits are the best they can be.

4. Groups and Training Coordinator

To contribute to the financing of A Rocha's activities at Courmettes, the organization ARFI manages the commercial aspects of hosting weddings (more than 20 per year) and other events such as business seminars. The post-holder will be the contact person for prospective and actual clients (in terms of arranging visits, contracts and ongoing support until the completion of the event). The post will be full-time, adjusted pro-rata for work at the weekends during the high season (April–October).

5. Buildings Manager

The Buildings Manager will be responsible for the maintenance and improvement of the buildings and green spaces around Courmettes. He/she will be supported by a small team of two or three other people and will regularly supervise volunteers and sometimes groups (scouts etc.). He/she will enjoy working as part of a team and will be competent in the building trade (either professionally or self-taught).

Contact: Please send a copy of your CV and cover letter in English or in French to the director, Jean-François Mouhot, specifying in the subject line which post you are interested in applying for: jf.mouhot@arocha.org