

PR & Communications Assistant (part time)

inSpiral



We believe that each and everyone of us can contribute to creating a better world – one bite at a time. The foods inSpiral produce reflect this ethos and are based on sound ancient natural wisdom combined with the most cutting-edge nutritional research.

Job Description

inSpiral is looking for a PR & Communications Assistant to join their growing team for three days per week. This role would suit a student or recent graduate.

The successful candidate will process media and event requests. They will support with the production of fortnightly e-newsletters and associated blog posts, webshop offers and social media content as well as press releases. They will work with the design team to produce artwork for these projects and will collaborate with instagrammers and bloggers to create inspirational recipes and photographs using inSpiral products.

This is a new role and so will partly be shaped by the new candidate. Future responsibilities are likely to include supporting with the re-design and rewriting of the website, working on product launches, developing an ambassador programme and starting to work with vloggers and snapchat.

Person Specification

The candidate will have a flair for social media and an eye for design, particularly with regards to food photography and promotional offers; a passion for plant-based healthy foods and an active interest in sustainability, creating a compassionate world and the vegan philosophy. They will need a positive-can do attitude, the ability to self-organise, to be able to flow with changing priorities and to be able to express creatively within the context of a shoestring budget of a start-up company. Previous experience in a customer care and/or a marketing or sales role is also desirable.

Location

inSpiral HQ is located above our kale chip factory in Tottenham, North London

Salary & Benefits

£15 600 (pro rata)

A free vegan lunch is provided for staff each day and a generous discount is available on all products.

How do apply

Send a CV and covering letter to katie@inspiral.co

In the covering letter please state:

- any experience that you have with Instagram, Word Press, Photoshop, Buffer or Hoot Suite and Mailchimp and Blogging or Vlogging
- previous sales or customer care experience
- your availability – which days or the week are you available to work
- your work-related plans for the next two years
- what you like about inSpiral and why you want to join the team