

# Refugee Support Devon

## Communications and Public Relations Trustee

<b>Job title</b>	Communications and public relations trustee
<b>Direct report</b>	RSD's manager, the board of trustees, and a small group of volunteers
<b>Background</b>	A background in all or some of these areas:  communications, public relations, social media, marketing, advertising, governance.

### Role summary

- To develop and implement a strategic communications plan to advance the public profile of Refugee Support Devon.
- To broaden awareness of the charity's values and priorities; and increase its visibility across a wider audience.
- To support staff and volunteers to implement a communications strategy.

### Main responsibilities of the communications and public relations trustee

- Publicise RSD to a variety of audiences in order to enable it to fulfil its mission and aims.
- Create a public relations strategy to allow RSD to cultivate and enhance meaningful relationships with targeted external audiences including the media and key influencers.
- Work with the trustees, staff and volunteers to recognise communications opportunities, and implement appropriate strategies to support them.
- Oversee the development of the organisation's communications strategy in conjunction with management and the board.
- Serve as a spokesperson on behalf of the trustees when required.
- Oversee the PR and communications initiatives of a small working party of dedicated volunteers.
- Take part in collective responsibility for the governance of RSD

## **Qualities of a communications, and public relations trustee**

### **Essential**

- PR/Communication expertise
- Demonstrated leadership, communication and presentation skills
- Experience of the strategic use of social media as effective communication mechanisms to support services and activities
- Ability to work as part of a team

### **Desirable**

- Experience of working within the charity, voluntary or public sector

### **Time commitment and location**

- The Board meets at least six times a year and the chair is available to support trustees and staff on a regular basis.
- Working group meetings take place as and when required.
- Attendance at award meetings or fundraising meetings are optional.
- Board meetings are normally held at the organisation's premises:  
Exeter Community Centre  
17 St David's Hill  
Exeter EX4 3RG

During the pandemic, Board meetings and other meetings are held on Zoom.

- Estimated time commitment for this role: average of 2 hours per week.