



## **JOB DESCRIPTION**

<b>POST TITLE</b>	Trustee – Marketing & Public Relations
<b>ISSUE DATE</b>	21/08/2023
<b>REPORTING TO</b>	Chairperson and Board of Trustees

### **Main Areas of Responsibility – Marketing & Public Relations**

- To be available for the Project Board to support CEO's with your area of expertise
- **Duties** – To provide regular support to the CEO's by suggesting opportunities to market, promote and sell the charity raising its profile and awareness throughout Kent and the South East. To be available for at least 4 marketing meetings a year and by providing additional ad-hoc telephone or email marketing and PR support.
- **Experience** – To hold at least 5 years marketing and PR experience in a senior position within an organisation or charity.

### **General Areas of Responsibility**

- To support the CEO's and Staff in the achieving the [Smart Manifesto](#), namely providing a safe space for young careers, young adult carers, older people and those living with dementia (and their families) providing a creative outlet and to inspire change, one piece of art at a time.
- Ensure [Dover SmArt Project](#) is carrying out its purposes for the public benefit
- Comply with [Dover SmArt Project's](#) governing documents and the law
- Act in [Dover SmArt Projects](#) best interests
- Ensure that the Management Team have the resources need to deliver what is agreed
- Manage [Dover SmArt Project](#) resources responsibly
- Act with reasonable care and skill
- Ensure [Dover SmArt Project](#) is accountable
- Adhere to the requirements and guidelines as laid down by the Charity Commission (The essential trustee: what you need to know, what you need to do (CC3))

### **Key Roles and Responsibilities**

- To attend at least 8 Trustee meetings per year
- To report any serious conflicts of interest in line with [Dover SmArt Project](#) procedures
- Support the Senior Management Team in the setting and delivery of [Dover SmArt Project](#) Policies
- Provide support and advice in your allocated business areas as detailed on the following page.