



FOR A SAFER SURGICAL FUTURE

ROLE DESCRIPTION

Title of Post: **Communications Director**

Reporting to: CORESS Board of Trustees

ROLE SUMMARY

To collaborate with the Trustees to agree CORESS communication aims and messages, create, deliver and measure the charity Communication Plan reporting back to the Board. The term of office will for three years, renewable.

Key responsibilities of the Communications Director are:

Communications

- Identify and agree core CORESS communication aims and messages with the Board and Programme Director
- Draft the 3–5-year Communications Strategy for agreement with the Board
- Execute the annual Communication Plan to time and budget (if provided)
- Deliver ongoing, regular communication via all social media channels
- Manage website maintenance, content development and communication
- Develop written communication and information sheets for fundraising and other use
- Liaise with the Programme Director to maximise communication

Reports

- Identify and agree communication key performance indicators with the Board, track and report to the Board Quarterly/Annually
- Share communication information with sponsors as appropriate

Governance & Administration

- Attend Executive and Advisory Board meetings
- Attend and report to Board of Trustee meetings
- Attend and input to the charity Fundraising meetings
- Input to fundraising activities and negotiations
- Work effectively with the CORESS Administrator
- Liaise and work effectively with CORESS Treasurer and Fundraising lead

This post is an honorary appointment, but all reasonable expenses will be refunded, with oversight by the Treasurer and Board of Trustees.

Qualities and Skills Preferred

- Exceptional communication skills, written and verbal
- Experience and knowledge of social media channels and communications

cores

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- Experience and knowledge of website maximisation and development
- Effective networking, negotiate well and influence people