

René Cassin

Non-executive Communications and PR specialist – Information Pack

Thank you for your interest in the position of Communications and PR Trustee on the René Cassin Trustee Board. Below is further information about René Cassin and the role.

If you would like to apply for the position, please send a statement of interest and your C.V. to info@renecassin.org.uk by **Friday 22 April 2016**.

If you would like further information on René Cassin's work or for an informal chat about the charity, please feel free to contact us at 020 7443 5130 or by email at info@renecassin.org.

Best wishes,

Mia Hasenson-Gross, Director
Danny Silverstone, Chair

Enclosed

- Background information on René Cassin
- Job Description
- Person Specification

Background Information

About René Cassin

René Cassin is a human rights non-governmental organisation and registered charity that campaigns, educates and raises awareness of universal human rights issues (such as discrimination, asylum and genocide) and the instruments and institutions that protect them (such as the United Nations, and the Universal Declaration of Human Rights). The organisation is named in honour of Monsieur René Cassin, a French Jew and Nobel Laureate who was one of the principal co-drafters of the Universal Declaration of Human Rights.

Our Vision is of a world where everyone fully enjoys all their human rights as enshrined in the Universal Declaration of Human Rights and members of the Jewish community are actively engaged in promoting and protecting these rights.

Our Mission is to promote and protect the universal rights of all people, drawing on Jewish experiences and values. We achieve this by: (i) campaigning for change in defined human rights areas through a combination of advocacy, policy analysis, public campaigning and education; and (ii) building the capacity of activists and lawyers to promote and protect human rights.

About the René Cassin Board

- The Board currently consists of ten Trustees;
- The Board meets every other month at our office in West Hampstead, North West London;
- Trustees receive no remuneration for their role;
- René Cassin was established as a registered charity in 2007, (Charity No. 1117472).

René Cassin's staff team

René Cassin employs a full time Executive Director, a full time Campaigns and Programmes Officer, a part time Development Manager and a part time bookkeeper. The organisation also hosts up to three full time Interns at a time.

We also have a Advisory Council, made up of respected academics and leaders in the human rights field and the Jewish community.

Job Description

Role Title: Communications and PR Trustee
Salary: Voluntary

Key duties

In addition to the duties of Trusteeship, the Communications and PR specialist must:

- Work with the Director and Chair to help raise the organisation's public profile by assisting us to develop our messaging, build stronger relationships with media and seek opportunities;
- Contribute to the production of relevant materials, both print and digital;
- Feedback on this area to the Trustee Board, and ensure that Trustees are aware of any external communications activity;
- Provide advice or assistance to the Director as needed on all matters relating to the charity's communications.

Individual Trustee responsibilities

In carrying out the collective responsibilities of the Board, at a minimum individual Trustees should:

- Be active participants in the Board, making relevant skills, experience and knowledge available to the organisation. This includes sitting on working groups, representing the organisation at events, and using personal networks to develop connections for the organisation;
- Regularly attend Board meetings and prepare fully for those meetings including reading papers in advance, identifying key issues for discussion and providing advice and guidance on areas of expertise;
- Have prior knowledge of, or take time to familiarise themselves with, best practices of charity governance and operations including financial management;
- Develop and maintain a sound and up-to-date knowledge of the organisation's activities and any wider issues that affect its work;
- Actively contribute towards the effectiveness of the Trustee Board, engaging in discussion, debate and voting in a considered and constructive way, participating in induction and training as required, and sharing ideas for how the Board can be improved;
- Act in the best interests of René Cassin, including contributing to fundraising efforts, e.g. through personal contributions, introductions to potential donors and attending fundraising events;
- Undertake an annual performance self-assessment, which will be reviewed in discussion with the Chair and the executive Director.

Time commitment

The Communications and PR Trustee will be required to devote up to one day per month on average, which includes the time needed to perform Trustee duties.

Term

The appointment of the Communications and PR Trustee is that of a Trustee: one term of three years, with the possibility of renewal for a second three year term.

Person Specification

Qualities, skills and experience

- Demonstrated expertise Communications and/or PR, and experience working in the field.
- Knowledge of human rights and/or the UK Jewish community.
- A network of media contacts.
- Experience of working on a committee/board as a Trustee, particularly in the charity sector.
- Understanding and acceptance of the legal responsibilities and liabilities of Trustees.
- Willingness to devote the necessary time and effort to the duties of Trustee.
- Commitment to René Cassin's vision and mission.