**Example Role Outline**

These role outlines are **examples only** and need to be adapted to each local situation.

NOTE – as an example role is adapted for each local situation you will need to reassess the DBS and training requirements remain the same.

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| --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Responsible to** | **Duties** | **DBS** | **Workforce** | **Training** | **Forms Required** |
| *Website & Social Media Coordinator* | *Church Council* | * *To manage and maintain the church’s website and social media and to maintain up to date information about events and other relevant information* * *To ensure that the data included is not in contradiction of any church policy for instance Data Protection (GDPR Policy), Safeguarding etc.* * *To ensure, as best as possible, that all data on the website and social media is correct and current, and any relevant permissions have been obtained to use the data* * *To ensure no breach of copyright occurs when information is posted* * *To share pastoral concerns with the Minister and/or leader/s* * *Notify the Safeguarding Officer or Minister of any safeguarding issues.* | *As described here - this role is not required to have a DBS check* |  |  | ***Volunteer Application Form***  [*www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/*](http://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/) |