

## 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.

| Role  | Responsible to        | Duties   | DBS  | Workforce | Training | Forms Required  |
|---|-----------------------|--|--|-----------|----------|---|
| <i>Website &amp; Social Media Coordinator</i> | <i>Church Council</i> | <ul style="list-style-type: none"> <li>- <i>To manage and maintain the church's website and social media and to maintain up to date information about events and other relevant information</i></li> <li>- <i>To ensure that the data included is not in contradiction of any church policy for instance Data Protection (GDPR Policy), Safeguarding etc.</i></li> <li>- <i>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</i></li> <li>- <i>To ensure no breach of copyright occurs when information is posted</i></li> <li>- <i>To share pastoral concerns with the Minister and/or leader/s</i></li> <li>- <i>Notify the Safeguarding Officer or Minister of any safeguarding issues.</i></li> </ul> | <i>As described here - this role is not required to have a DBS check</i> |           |          | <p><b><i>Volunteer Application Form</i></b><br/> <a href="http://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/">www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</a></p> |