**Role Outline**

**Role title: Social Media Co-ordinator**

In Methodist Church

The Social Media Co-ordinator is responsible for all aspects of any Social Media the Church is involved with, other than the Website.

*Part 1*

**The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Safeguarding Officer or the Minister\*.**

*The following tasks will be undertaken as part of the role outlined above.*

* To manage and maintain the church’s social media that exists such as Facebook, Twitter, Instagram etc as requested 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 any 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

• To notify safeguarding issues to the Safeguarding Officer or Minister\*.

*Part 2.*

This role will be accountable to the Minister and Methodist Church Council

This role is required to have a DBS check

*\*Minister means Presbyter, Deacon, Probationer or whoever has pastoral care of the church.*

Signed by (role holder) ……………………………………(print name)…………………………………..Date……………….

Witnessed by ………..……………………………………….(print name)…………………………………..Date ……………..