**Role Outline**

**Role title: Website Co-ordinator**

In …………………………………………………………. Methodist Church

The Website Co-ordinator is responsible for the management of the Church’s 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 website as requested to maintain up to date information about future and past events, policies, contacts etc.
* To ensure that the data included on the website is not in contradiction of any church policy for instance Data Protection, Safeguarding etc.
* To ensure, as best as possible, that all data on the website is correct and current, any relevant permissions have been obtained to use the data, and information is removed on a timely basis when required or requested.
* To ensure no breach of copyright occurs when information is posted on the website
* Sharing 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 does not require 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 ……………..