**Role Outline**

**Role title: Publicity Co-ordinator**

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

The Publicity Co-ordinator is responsible for external publicity via Press Releases and articles.

*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 write and supply press releases and articles to local and if required national media to publicise events or activities either in advance or in retrospect.
* To ensure that the data included on any Press Releases or articles is not in contradiction of any church policy for instance Data Protection (GDPR Policy), Safeguarding etc and that individuals’ own personal information is protected.
* To ensure, as best as possible, that all data supplied 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 included.
* 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 not 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 ……………..