**RECRUITING SAFELY**

 **Safeguarding Form FC1**

**Job Description**

Note:
Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

**Role: Communications Officer**

**Group: 3 Workforce (Child/Adult): None**

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| Volunteer Role Outline Role information: To manage communications between the Church Council and the community both internal and external. To oversee and ensure regular updating of the Church website**Location:** Local Church**Responsible to:** The Church Council. **Eligibility:** A member or adherent**Commitment:**  |

# Key volunteer activities

* Ensure consistent branding is adhered to throughout the church
* Further develop the church ‘brand’ and related ‘branding guidelines’ in line with the Development Plan
* Liaise with church staff and leaders on all upcoming events with regards use of logos and advertising
* Create advertising material as needed
* Work with the leaders of regular church activities at LMC to develop a package of consistent advertising materials and regularly review/update as needed
* Manage and update the church website
* Create slides for use on church screens in café and worship area
* Update, edit and print church magazine and newsletter for distribution every Sunday
* Send out the mid-week Mail Chimp communication to the church congregation
* Update notice boards where needed
* Contribute to and enhance the presence of the local church in social media
* Work with the Safeguarding Officer to ensure all publicity material, social media and advertising adheres to safeguarding best practice
* Maintain up to date knowledge of both Circuit and Connexional media policies and good practice.

**Personal Skills**

* A good understanding of Microsoft Office and other publication software
* Good interpersonal skills
* An ability to prepare newsletters and publications
* Knowledge of social media

**Boundaries**

* The Communications Office is not responsible for church policy.
* Publication and information distributed must be approved by the minister or a member of the Church Council.
* Must work within the Media Policies of the Local Church and the Methodist Church

**Safeguarding**

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms.

**Training and support provided**

* Volunteers are supported by the Minister and Church Council
* Volunteers are invited to attend safeguarding training; Creating Safer Space- Foundation Module renewable every four years.
* Out of office expenses can be applied for.

**Appointment Period**

Volunteers appointment is for three years with an additional three years on reappointment. It should not continue beyond six years. However, in exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed Date

(Church Council)

I have seen and accept the responsibilities of this role

Signed Date

(Applicant)

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL
MANNER BY THE METHODIST CHURCH

NB All information will be held in accordance with the Data Protection Act 1998