



VOLUNTEER TASK DESCRIPTION

Appendix 0.00

Volunteer Social Media Ministry

The Archdiocese of Brisbane has implemented standards of conduct for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in voluntary ministry having direct and regular involvement with children, young people and vulnerable adults.

VOLUNTEER TITLE:	Volunteer Social Media Ministry	
AGENCY/PARISH:	Parish of St. Joseph & St. Anthony Bracken Ridge / Bald Hills	
VOLUNTEER TENURE:	<input type="checkbox"/> Days per week <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday No. of hours/week: <input type="checkbox"/> Regular hours <input type="checkbox"/> Varying hours	
VOLUNTEER REPORTS TO:	Position: Parish Priest/Administrator or his nominee Name of incumbent: Netta Sheridan	
WRITTEN BY:	Position:	Person: Netta Sheridan
DATES:	Date written: 05/05/2020	Due for review ___/___/___
MAIN PURPOSE OF THIS MINISTRY: is to provide social media communications to the parish.		
KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES		
TASKS	Outputs / Expectations	
<p><i>1. Develop, build, modify and maintain:</i> Parish / North East deanery Websites as follows - www.stjosephsbrackenridge.com https://stjosephsbrackenridgecareforcreation.weebly.com/ https://brisbanenortheastdeanery.weebly.com/ Other parish social media including – Facebook https://www.facebook.com/stjosephsbrackenridge/ Twitter https://twitter.com/stjoes_brackrdg Instagram https://www.instagram.com/stjosephandstanthony/ Pinterest https://pinterest.com/stjoes_brackrdg YouTube https://www.pinterest.com.au/stjoes_brackrdg/ Vimeo https://vimeo.com/stjosephs</p> <p><i>2. In respect of social media communications, adhere to:</i> Parish Social Media Business Rules * Social Networking Policy for the Catholic Church in Australia Archdiocese of Brisbane Online Publishing Guidelines - received 18 December 2019 Archdiocesan Voice & Video Meeting Tools (ICT), received 7 April 2020 Archdiocese of Brisbane Privacy Policy</p>	<p>Provide timely 'parish appropriate' social media communications in line with Gospel Values, Catholic Social Teaching - underpinned by Social Networking and Privacy Policies.</p> <p>Seek advice and take direction from Parish Priest, as required.</p>	

3. Review Online Feedback & provide continuous improvement:

- Actively seek feedback on social media from Parish Priest, Pastoral Council, parish groups etc., by request or annually, whichever is earliest.
- Respond to parish groups, as above, on their online and adhoc suggestions - identify gaps, implement improvements.

* Reviewed / approval obtained biennially from PP and Pastoral Council.

Implement continuous improvement strategies / actions to close feedback loop. Action in a timely manner or within an agreed timeframe.

INCUMBENT REQUIREMENTS:

Competencies:

- ⇒ Must be a very good communicator – both written and verbal.
- ⇒ Must be able to handle workload in a timely manner.
- ⇒ Must maintain a sound knowledge of technical aspects of website(s) software.
- ⇒ Must maintain a sound knowledge of all parish social media and be prepared to self-educate to be up to date with advances and improvements in social media.

Knowledge / Qualifications:

- ⇒ [Archdiocesan Privacy Policy](#)
- ⇒ [Social Networking Policy for the Catholic Church in Australia](#)
- ⇒ [Archdiocese of Brisbane Online Publishing Guidelines - received 18 December 2019](#)
- ⇒ [Archdiocesan Voice & Video Meeting Tools \(ICT\), received 7 April 2020](#)
- ⇒ understanding and application of Safeguarding Policy and Code of Ethical Behaviour as required by the parish; have a Positive Notice Blue Card/Police Check;
- ⇒ awareness and application of WHS in the parish/church.

Personal Qualifications / Attributes / Traits / Capabilities:

- ⇒ An active participant in the parish worship and community;
- ⇒ Is recognised within the parish community as a person of good reputation;
- ⇒ Very good communication skills, friendly with good relational skills;
- ⇒ Committed to communicating an authentic Gospel message through social media.

CHALLENGES FOR VOLUNTEER IN UNDERTAKING THESE TASKS

Publish appropriate content; moderate followers comments and take appropriate action, as necessary, where comments are considered unacceptable; maintain an up to date social media knowledge.

VERIFICATION / AUTHORISATION

Approved by: _____
(Position/ Title) (Name)

TO BE SIGNED BY THE ROLE HOLDER:

I have read and I understand this task description

I have received copies of and had the following policies and code explained to me and I understand the expectations:

- Work Health and Safety;
- Volunteer;
- Safeguarding Policy; and
- Code of Ethical Behaviour.
- [Archdiocese of Brisbane Privacy Policy](#)

Name: ___Netta Sheridan_____

Signature: _____ Date: _____